

15. Final Field Construction Activities

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15.1. Final Inspection

Final inspections show representatives of the owner agency and the funding agencies that a project was completed in accordance with the plans and specifications. The inspection also gives maintenance and operations personnel a detailed review of the facility and allows them to plan for resuming or assuming their maintenance activities.

When all of the significant items of work on the project are nearing completion, the project staff should thoroughly review the entire project and prepare a comprehensive list of items the contractor must complete (preliminary punch list). The Project Engineer should discuss the list with the contractor, and give a copy to them to help them plan and focus their resources to complete the project.

When the contractor advises the Project Engineer of the date that the contractor expects to complete construction, the Project Engineer should informally review the project to verify that it is likely to be ready for a final inspection by that date. On projects with fall completion dates, it's better to schedule the inspection early to avoid bad weather, than it is to wait for completion and risk having the project site covered with snow.

Once the Project Engineer is satisfied that the project will be ready, schedule the final inspection by coordinating with the Group Chief/PM, the federal agency, and the contractor. The size of the final inspection group depends on the nature and magnitude of the project, but generally you should invite the following people:

- Contracting Officer or their designee;
- Group Chief/Project Manager
- Project Engineer;
- Contractor Representative;
- M&O Representative;

Design Engineer, Design Consultant or Naval Architect

As appropriate, also include the following groups:

- FAA or FHWA Representative;
- Other governmental agencies whose acceptance of the project is required;
- Other departmental units with significant involvement in the project, or whose acceptance of the project or of a portion of the project is required;
- Utility companies with direct involvement in the project.

At final inspection, the Project Engineer should present the project to the group. The Project Engineer should acquaint the group with history of the project, including the conditions of the facility prior to the start of construction and the upgrading accomplished under the contract. The Project Engineer should review the construction with the group before discussing the field inspection and any design changes made during construction. The group should also review the contractor's SWPPP and its implementation and effectiveness before inspecting the project.

The final inspection should include a physical inspection of the entire project, and should be accomplished on foot to the extent possible; where the length of the project dictates the use of vehicles, the group should make frequent stops to inspect the facility in as much detail as the group desires. The inspection should also include an evaluation of whether final stabilization, as defined under the state's NPDES general permit, has been achieved.

Following the field inspection, the group should review and revise the preliminary punch list to include any additional items of work that members of the inspection group feel are not in acceptable condition. Before the inspection concludes, the Project Engineer, the contractor, and the maintenance representative should establish the timing of the transfer of the maintenance responsibility back to the Department, unless remaining items of work preclude this.

When the group completes the final inspection, the project will fall into one of three categories of

completion, each of which generates a different written record of the inspection:

If all construction work on the project is complete with both the contractor and Department's staffs ready to depart the site, the Project Engineer prepares the Letter of Project Completion and proceeds as shown in section 15.6;

- If the project is ready for Partial Acceptance the Project Engineer prepares a Letter of Partial Acceptance and follows the guidance of section 15.3;
- If the contractor must complete remaining work following the final inspection, including minor punch list items, or if the Project Engineer intentionally scheduled the inspection early to avoid weather conditions, the Project Engineer prepares a Report of Final Inspection letter as described in section 15.2 and work continues on the project.

15.2. Additional Work or Corrective Work Remaining

When the final inspection is held intentionally early and no part of the project is ready for Partial Acceptance, or if the final inspection reveals the need for additional work including minor punch list items, the Project Engineer will prepare a Report of Final Inspection letter to the contractor. The letter, prepared for the Group Chief/PM's signature, serves to document the final inspection, and contains the following essential information:

- Date of the final inspection;
- List of attendees;
- List of additional work required prior to Partial Acceptance;
- Statement that either another inspection will be scheduled following completion of the additional work or that Partial Acceptance will be taken when the Project Engineer advises that all the additional work or punch list items have been satisfactorily completed;
- Reminder that contract time will continue to be charged until Project Completion. For calendar day completion contracts, the number of calendar days remaining should be stated.

When the contractor does notify the Project Engineer that they have completed all of the listed additional

work, the Project Engineer will either conduct an inspection of the project, or schedule a second final inspection, at the discretion of the Group Chief/PM. Following a satisfactory inspection, the project is ready for the Partial Acceptance steps in section 15.3.

15.3. Partial Acceptance

When the final inspection or a subsequent inspection on an agreed upon portion of the project, discloses that all work is complete, the Project Engineer will prepare the Letter of Partial Acceptance for the Group Chief/PM's signature accepting the physical project or portion of the project from the contractor. It should contain the following information:

- Date of the final inspection (or subsequent) inspection;
- List of attendees (if applicable);
- Statement that the contractor has constructed the applicable portion of the physical project in accordance with the contract, and the Department takes Partial Acceptance as of the date of the inspection by the Department;
- Date upon which the Department will resume/assume maintenance responsibilities;
- List of the items that remain incomplete;
- Reminder that contract time will continue to be charged until Project Completion; on calendar day completion contracts, the number of calendar days remaining should be stated.
- Statement that this acceptance does not relieve the contractor from their remaining contract obligations.

A copy of the Letter of Partial Acceptance is sent to the regional maintenance and operations head; this transmittal formally transfers the maintenance responsibility for the accepted portions of the project to the maintenance and operations unit as of the date of the letter. In addition to formally transferring the maintenance responsibilities, the letter also transfers the responsibility for all related electrical utility bills for that portion of the project, to maintenance and operations.

15.4. Notice of Landing Area Proposal for Airports

FAA Form 7480-1 is required when you do any of the following to an airport:

1. Construct or otherwise establish a new airport or activate an airport
2. Construct, realign, alter, or activate any runway, or other aircraft landing or takeoff area of an airport
3. Construct, realign, alter, or activate a taxiway associated with a landing or takeoff area on a public-use airport
4. Deactivate, discontinue using, or abandon an airport or any landing or takeoff area of an airport for a period of one year or more
5. Deactivate, abandon, or discontinue using a taxiway associated with a landing or takeoff area on a public-use airport
6. Change the status of an airport from private use (use by the owner or use by the owner and other persons authorized by the owner) to an airport open to the public or from public use to another status
7. Change status from IFR to VFR or VFR to IFR
8. Establish or change any traffic pattern or traffic pattern altitude or direction

The FAA requires Form 7480-1 at least 90 days before any construction, alteration, activation, deactivation, or change to the status or use of a civil or joint-use (civil/military) airport. Submit Form 7480-1 according to regional policy.

15.5. Navigational Aid Facilities for Airports

When navigational aid facilities for airports are relocated or constructed, the FAA requires a joint final inspection between DOT&PF and the FAA. Before navigational aid facilities become operational, the FAA requires flight checks, which may affect the contractor's schedule.

15.6. Project Completion

When the contractor has completed all physical construction on the project, including all punch list items and final clean up, the project is ready for Project Completion. The Project Engineer prepares the Letter of Project Completion for the Group Chief/PM's signature, which contains the following elements:

- Date of final inspection and list of attendees (only if the project is complete as of the final Inspection).
- Statement that the contractor has completed all physical work on the project in accordance with the contract and the Department accepts it.
- Statement that contract time was stopped as of the acceptance date.
- If the Project Engineer prepares the letter following the final inspection, use the date of the final inspection as both the date of Project Completion and the end of contract time. For calendar day contracts, the letter should also state the number of days used to complete the contract and, if the contractor exceeded contract time, the number of days of liquidated damages and the daily damage rate;
- If the Project Engineer prepares the letter after the Department takes partial acceptance of a portion of the project, use the date the contractor satisfies the last of the punch list obligations as the date of Project Completion.
- Statement that this acceptance does not relieve the contractor from their remaining contract obligations.

For FHWA-funded projects, the Project Engineer also prepares a Final Inspection of Federal-Aid Project form (Form FHWA-1446C-AKDO) for the Contracting Officer's Signature. After the Contracting Office signs the FHWA 1446-C-AKDO, a copy is sent to the Regional Construction Engineer, SDESD Director, Director of Administrative Services and the FHWA Engineer.

A copy of the Letter of Project Completion and (where applicable) the Final Inspection of Federal-Aid Project form should be promptly sent to the federal agency on federally-funded projects. These documents usually mark the end of field construction activities but before leaving the field, the Project Engineer should thoroughly document the finished condition of the project using both a still camera and a video camera. The remaining closure paper work is usually accomplished with a reduced engineering staff in the regional office.

