

## 15. Final Field Construction Activities

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### 15.1. Final Inspection

A final inspection is used to show representatives of the owner agency and the funding agencies that a project was completed according to 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.

**Preliminary Punch List:** When all of the significant items of work on the project are nearing substantial completion, the project staff should thoroughly review the entire project. Review the contractor's SWPPP and identify remaining actions that should be taken before a Notice of Termination can be filed with DEC. Prepare a preliminary punch list consisting of a comprehensive list of items the contractor must complete. 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.

After the contractor notifies the Project Engineer of the date that the contractor expects to reach substantial completion, the Project Engineer should review the project to verify that it is likely to be ready for a final inspection. 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 funding 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, FHWA or FTA 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 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 may include an evaluation of whether final stabilization, as defined under the DEC's Construction 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.

The Project Engineer, the contractor, and the maintenance representative should discuss the timing of the transfer of the maintenance responsibility back to the Department.

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 a geographically separate portion of the project is ready for Partial **Completion**, the Project Engineer prepares a Letter of Partial **Completion** and follows the guidance of Section 15.3; or
- 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 the project is not substantially complete, 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 **Completion**;
- Statement that either another inspection will be scheduled following completion of the additional work or that Partial **Completion** will be issued 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 **Completion** steps in Section 15.3.

## 15.3. Partial **Completion**

When the final inspection or a subsequent inspection on an agreed upon geographically separate portion of the project, discloses that all work is substantially complete, the Project Engineer may prepare a Letter of Partial **Completion** 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);
- Describe portion of project that is partially complete
- Statement that the contractor has constructed the applicable portion of the physical project in accordance with the contract, and the Department takes Partial **Completion** as of the date of the inspection by the Department;
- Date upon which the Department will resume/assume maintenance responsibilities;
- 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 **Completion** is sent to the regional maintenance and operations head; this transmittal formally transfers the maintenance responsibility for the completed portions of the project to the maintenance and operations unit as of the date in 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

Refer to the FAA/DOT&PF Reimbursable Agreement for the scope of services and responsible parties associated with relocated FAA facilities.

When navigational aid facilities for airports are relocated or constructed, usually 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 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:

- Statement that the contractor has completed all physical work on the project.
- Statement that contract time was stopped as of the final completion date. For calendar day contracts, the letter should also state the number of days used to complete the contract.
- Statement that this acceptance does not relieve the contractor from their remaining contract obligations.

For Facilities, the Project Engineer prepares the M&O Facility Form. The Group Chief/PM signs the form and sends it to M&O.

A copy of the Letter of Project Completion is sent to the regional maintenance and operations head; this transmittal formally transfers the maintenance responsibility for 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.

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, SDES 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.

For FHWA- funded projects, within 30 days of Project Completion the Group Chief/PM creates a revised cost estimate consisting of the projected final estimate and Construction Engineering costs required to reach final acceptance. The Group Chief/PM should submit the revised cost estimate to project control.