

Section 12.1

PROJECT ACCEPTANCE

12.1.1 Purpose

To provide a uniform basis for granting Partial and Final Acceptance of a project.

12.1.2 Authority

Sections 20.23(4)(a) and 334.048(3), Florida Statutes (F.S)

Sections 5-10, 5-11, 8-6 and 8-7, Standard Specifications for Road and Bridge Construction

12.1.3 Preliminary Field Inspection

Resident Level Responsibilities

When the Project Administrator determines that the project or specified portion of the project is 90% complete, he may notify the Contractor and a representative of the maintaining unit that the project is near completion. If the Contractor agrees, then the Project Administrator will meet with the Contractor's representative and a representative of the maintaining unit to review the project and determine if the project is sufficiently complete to warrant a semifinal inspection. If a Preliminary Field Inspection is conducted on projects which include bridge structures, coordination initiated by the Project Administrator with the District Structures Maintenance Engineer as outlined in **CPAM 10.11** shall occur. If a Preliminary Field Inspection is conducted on projects which include miscellaneous structures (i.e. cable signs, cantilever signs, truss signs, high mast light poles, Intelligent Transportation System signs, Dynamic Message signs, traffic signal mast arms, etc.) which have been completed and are scheduled for acceptance, the Project Administrator shall notify the District Structures Maintenance Office to schedule an inspection of said miscellaneous structures. This field inspection is a recommendation; it is not a requirement of this procedure or the specifications. It should be undertaken in the spirit of cooperation to insure a more timely and problem-free, semifinal inspection.

12.1.4 Semifinal Inspection

Resident Level Responsibilities

After the Contractor has notified the Project Administrator that the project or portion of the project is presumptively complete, the Project Administrator, Resident Engineer and the Contractor will perform the semifinal inspection within seven days of notice. A representative of the maintaining unit will be invited to attend. On projects which include bridge structures, coordination initiated by the Project Administrator with the District Structures Maintenance Engineer as outlined in **CPAM 10.11** shall occur. On projects which include miscellaneous structures (i.e. cable signs, cantilever signs, truss signs, high mast light poles, Intelligent Transportation System signs, Dynamic Message signs, traffic signal mast arms, etc.) which have been completed and are scheduled for acceptance, the Project Administrator shall notify the District Structures Maintenance Office to schedule an inspection of said miscellaneous structures. If, at the semifinal inspection, all construction provided for and contemplated by the contract is found complete to the Engineer's satisfaction, such inspection shall constitute the final inspection, as prescribed in **Section 12.1.6**.

If, however, at any semifinal inspection any work is found unsatisfactory, in whole or in part, the Engineer shall compile a list of remedial work to be done. A copy of the list of remedial work will be furnished to the Contractor, with the indication that the work so noted must be completed prior to final inspection. Time shall continue to be charged on the project.

Any list(s) of remedial work furnished to the Contractor shall state that it is not to be construed as the "final" list. It shall also state that items damaged beyond the control of the Contractor and prior to the final inspection must be corrected prior to Final Acceptance.

If damage occurs to a pay item between the time the Contractor gives notice of presumptive completion and the time the Project Administrator conducts the semifinal inspection, a time extension may be granted according to **Section 8-7.3** of the **Standard Specifications** and **Section 7.2** of this **Manual**. The contract time extension for replacement or repair of the pay item, which has been damaged, may be granted provided the damaged pay item is the only pay item requiring additional work. If damaged pay items as well as incomplete pay items are listed on the list of remedial work, a time extension for the damaged or defective pay items shall not be granted until the other incomplete pay items are completed.

Should unique circumstances arise, the State Construction Office should be consulted for direction, as well as the FHWA on FHWA Full Oversight projects.

Some projects may require representatives from the District Construction Office, the State Construction Office or another specific field of expertise to participate in the semifinal inspection. Other interested governmental agencies will be invited to

participate. The FHWA shall be notified and invited to attend the inspection of FHWA Full Oversight projects.

12.1.5 Partial Acceptance

Resident Level Responsibilities

The Florida Department of Transportation may accept a portion of a project as defined in **Specification 5-10**. Once the Department has accepted the project or a portion of the project, the Department shall provide written notice of Partial Acceptance to the Contractor and the Contractor's obligations for indemnification, defense and to hold the Department harmless under **Section 7-12.1**, shall cease for the accepted portion of the project. However, the Contractor shall be responsible under **Section 7-12.1** only as it applies to direct performance of work items of final striping, landscape establishment period, signalization "burn-in" or any other contract item which requires performance or maintenance more than 20 days after the completion of all other contract items for the accepted portion of the project.

12.1.6 Final Inspection

Resident Level Responsibilities

Whenever all materials have been furnished, all work has been performed, and all the Construction contemplated by the contract has been satisfactorily completed the final inspection is to be done per **Section 5-10** of the **Standard Specifications**.

Projects found satisfactorily complete during the semifinal inspection:

Projects found "complete to the Engineer's satisfaction" during the semifinal inspection do not need to be re-inspected. Proceed to **Final Acceptance, Section 12.1.7** of this **Manual**.

Projects found incomplete during the semifinal inspection:

When the Contractor has completed the list of remedial work items, the Engineer shall make another inspection of the project.

- (1) If items on the list of remedial work are incomplete since the last inspection, the Engineer shall continue to charge contract time.
- (2) If all items on the list of remedial work are found satisfactorily complete, proceed to **Final Acceptance, Section 12.1.7**.

Upon completion of FHWA oversight projects, the FHWA Transportation Engineer shall be contacted to schedule a final inspection if the project was not final accepted during the semifinal inspection.

12.1.7 Final Acceptance

Resident Level Responsibilities

When the District Construction Engineer or Resident Engineer is satisfied that all items of work are completed satisfactorily as called for in the contract, the project will be accepted. The District Construction Engineer or Resident Engineer will notify the Contractor in writing that the Project has been final accepted. On Consultant CEI managed projects, the Consultant shall seek the Department's Construction Project Manager input prior to issuing Final Acceptance to the Contractor

A ***Final Inspection and Acceptance of Federal-Aid Project, Form No. 700-010-32***, is to be completed by the District Construction Engineer and submitted to FHWA on all Federal Aid Delegated projects. Delegation of the District Construction Engineer signature authority for this form is not permitted. For FHWA Full Oversight projects, a copy of the FHWA Transportation Engineer's final inspection report should be obtained.

For both In-house and Consultant designed projects, a written, post construction evaluation (***Constructability Grade Computation***) of the design effort is required in accordance with ***CPAM Chapter 13.2, Constructability Grade***. For Design-Build projects, both a Constructability and Quality evaluation is required.

The Department's ***Materials Manual, Topic No. 675-000-000*** should be reviewed to ensure timely issuance of Materials Statements and all required materials documents.

12.1.8 Information Transmittal

Transmittal of the latest, accurate, contract condition data is essential to the management of the Department's resources. SiteManager allows data entry for the following changes in contract conditions. These conditions are:

- (1) Letting;
- (2) Awarded;
- (3) Execution;
- (4) Notice to Proceed;

- (5) Work Begin;
- (6) Time Begin
- (7) Final Acceptance;
- (8) Warranty Begin;
- (9) Material Certification;
- (10) Offer of Final Payment;
- (11) Receipt of Offer of Final Payment;
- (12) Passed to Comptroller; and
- (13) Paid Off

To ensure that data about the Final Acceptance is properly transmitted, a paper copy of the Final Acceptance letter should be sent to the FHWA Transportation Engineer (full oversight federal aid projects only) and the proper maintaining authority. The exact date of Final Acceptance should be noted.

District Level Responsibilities

The District Construction Engineer, or delegate, shall ensure the dates associated with each condition are entered in SiteManager as the condition occurs but no later than fourteen (14) days after the condition occurs.