



## *Florida Department of Transportation*

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June 25, 2007

### DCE MEMORANDUM NO: 13-07

**TO:** District Construction Engineers/Administrators  
District Maintenance Engineers/Administrators

**FROM:** Tim Lattner, Director, Office of Maintenance  
Brian Blanchard, Director, Office of Construction

**COPIES:** District Materials Engineers, Greg Williams (FHWA)

**SUBJECT:** PRELIMINARY AND SEMIFINAL INSPECTION OF CONSTRUCTION PROJECTS



This memo is being issued to re-emphasize the importance of inviting and allowing input from a representative of the maintaining unit (Maintenance and Asset Maintenance Contractor) at the Preliminary and Semifinal Inspections on Construction Projects as required in Topic Number 700-000-000 (Project Closeout) of the Construction Project Administration Manual (CPAM). Please keep in mind that the project area may be maintained by an Asset Maintenance Contractor, and in these cases, both the Asset Maintenance Contractor and FDOT Maintenance shall be invited to participate in the inspections.

At these inspections the maintaining unit will identify any areas that are not in compliance with the Maintenance standards. The Project Administrator and Resident Engineer will determine if these areas of non-compliance were part of the construction contract scope of work and should be included on the punch list furnished to the Contractor. Contract time should continue to be charged until all punch list work is complete.

Please contact Mike Sprayberry in the State Maintenance Office at (850) 410-5637 or Derek Fusco at (850) 410-4167 in the State Construction Office if you have any questions.

BL/sw