

## Construction Memo No. 9-00

**MEMO TO:** Chief District Engineer  
TEBM's for Construction  
District Construction Engineer  
Resident Engineers  
Active Consultant Engineers

**FROM:** Dexter Newman, P. E. Director  
Division of Construction

**DATE:** May 15, 2000

**SUBJECT:** Project Final Inspections and Formal Acceptances

Section 105.12 was rewritten in the 2000 Edition of the Standard Specifications to speed up and clarify the project final inspection and acceptance process. It puts time limits on the Department to notify the Contractor as to what corrective work is required for the project to be accepted, and also puts time restraints on the Contractor to perform the corrective work. Also, the revised claims procedures limit the time a formal claim can be filed to 30 days after receipt of the final acceptance report for the project. Keeping track of the time final inspections are done and notification is sent to the Contractor, as well as when the corrective work is completed, is a vital part of project documentation.

The actual work called for on most punch lists is relatively minor, with most of the cost to the Contractor being associated with re-mobilizing men and equipment, and re-establishing traffic control. Shortly before a Contractor leaves the project, the Resident Engineer and Contractor Superintendent should go through the project together, and arrange to correct obvious faults. On contracts of short duration, such as resurfacing projects, it may be simply the Foreman and Project Inspector; while on larger, more complex projects, the District Office and even the Central Office may want to participate. The goal is to minimize the amount of corrective work on a project by having the project truly done before calling it complete.

Once the project has been called complete, the Department has 90 calendar days to complete all final inspections and notify the Contractor of what he needs to do to finish the project. It is vital that the project completion notices are sent in as quickly as possible and that the blocks designating what final inspections are needed are checked. The time limits apply to the projects inspected by the District Office staff as well. The Central Office Construction will be responsible for coordinating the inspections with any other Divisions, such as Traffic, that perform final inspections. Any inspections performed outside this 90-day time limit are void, with the exception of seeding and plantings. To meet this deadline will require a little preparation and foresight.

As the inspections are done, the reports will be sent out to the Resident Engineer and Contractor by the person writing up the report in order to complete any needed work as soon as possible. When the Resident Engineer has received all final inspection reports, they are to be bundled together with a cover letter and sent to the Contractor. Anything the Resident Engineer needs from the Contractor to complete the final estimate, such as PR47 forms, project payrolls, or paperwork on materials used in the project, can be listed on the cover letter, and are then considered corrective work. Please retain a copy of this notification, as it now is an important part of project documentation. Also, please send a copy of the cover letter to the Central Office. By Standard Specifications, this will serve as an official notice of corrective work the Contractor needs to do, and starts the clock for time limits. Basically, if the Contractor receives the notification before October 1, corrective work is to be completed in 90 days. If the notification is sent after October 1, then the completion of corrective work is not required until June 1 of the following year. The Department reserves the right to postpone corrective work, if we determine that it is in our best interest due to seasonal or weather restrictions.

After the corrective work is done, the Department will process the final estimate and send the Contractor a Final Release within 180 days. Please read Section 105.12 and familiarize yourself with the new requirements.

cc:	J.M. Yowell	Bill Crace
	Joe K. Deaton	Steve Goodpaster
	J. D. Stone	FHWA
	Rick Stansel	KAHC
	Gary Sharpe	PAIKY
	Simon Cornett	C.O. Engineers

**KENTUCKY TRANSPORTATION CABINET  
DEPARTMENT OF HIGHWAYS  
DIVISION OF CONSTRUCTION**

**Comprehensive Final Inspection Report**

TO: \_\_\_\_\_

Date of Report: \_\_\_\_\_

District: \_\_\_\_\_

SUBJECT: Project Number: \_\_\_\_\_

County: \_\_\_\_\_

MARS Job Number: \_\_\_\_\_

(PCN) CMSCN: \_\_\_\_\_

In accordance with Section 105.12 of the 2000 Edition of the Kentucky Standard Specifications for Road and Bridge Construction, the Department has completed the Final Inspection of this Project. Attached are the various parts of the report. This listed Corrective Work must be completed by \_\_\_\_\_, or Project Liquidated Damages will apply. If you disagree with any of the Corrective Work items called for in the report, submit in writing a Letter of Dispute outlining your reasoning within 30 Days of Receipt of this letter. The Department will respond back in writing within 21 Days. If there is still a dispute, complete the work in question under the provisions of Section 105.13 of the Standard Specifications. Complete all Corrective Work not disputed by \_\_\_\_\_.

Additional project documentation from contractor?

☐ Yes

Trees and/or plantings applicable to this project?

☐ Yes

Seeding applicable to this project?

☐ Yes

**Comments:**

Resident Engineer's Signature \_\_\_\_\_

**KENTUCKY TRANSPORTATION CABINET**  
**DEPARTMENT OF HIGHWAYS**  
**DIVISION OF CONSTRUCTION**

**Comprehensive Final Inspection Report continued**

**Documentation**

The Resident Engineer has searched his files and determined that the following items of Project Documentation need to be submitted before the Final Estimate can be prepared. Section 105.12 of the Standard Specifications defines furnishing these items as Corrective Work. Failure to furnish these items will subject your Company to the project Liquidated Damages.

The needed items are as follows:

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**Trees/Plantings**

The Trees and other plantings included with the project have not yet completed project period. A Final Inspection will be anticipated by this date: \_\_\_\_\_

**Seeding**

The Seeding for this Project has not fully established itself. A Final Inspection will be anticipated by this date: