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

12.1.3 Reference

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

12.1.4 Partial Acceptance

Resident Level Responsibilities

The Florida Department of Transportation may accept a portion of a project as defined in **Section 5-10 of the Standard Specifications**. 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.

12.1.5 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 completed the final inspection is to be done per **Section 5-10** of the **Standard Specifications**.

After the Contractor has submitted written notification to the Department that the project or portion of the project is complete, the Project Administrator, Resident Engineer and the Contractor will perform the final inspection within seven days of the Contractor's notice to the Department. 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 final inspection, all construction provided for and contemplated by the contract is found complete to the Engineer's satisfaction, no further inspection is required. Proceed to **Section 12.1.6 of this Manual**.

If, however, at the final inspection any work is found unsatisfactory and incomplete, 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 Acceptance. 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 after Final Inspection and prior to Final Acceptance must be corrected

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 complete, proceed to **Final Acceptance, Section 12.1.6**.

If damage occurs to a pay item between the time the Contractor provides written notification of Final Inspection and the time the Project Administrator conducts the 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 for Projects of Division Involvement (PoDI).

Some projects may require representatives from the District Construction Office, the State Construction Office or another specific field of expertise to participate in the Final Inspection. Other interested governmental agencies will be invited to participate. The FHWA shall be notified and invited to attend the inspection of FHWA PoDI projects.

12.1.6 Final Acceptance

Resident Level Responsibilities

When the District Construction Engineer or Resident Engineer is satisfied that all items of work are completed as called for in the contract, the project will be accepted. No work is to be performed on the contract after Final Acceptance. 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.doc](#), is to be completed by the District Construction Engineer. Delegation of the District Construction Engineer signature authority for this form is not permitted.

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 Grades***. For Design-Build projects, both a Constructability and Quality evaluation are required in accordance with CPAM Chapter 13.2.

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.

12.1.7 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:

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- (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 copy of the Final Acceptance letter should be sent to the FHWA Transportation Engineer (PoDI 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.