

Oklahoma Department of Transportation

Project Completion and Acceptance
Construction Control Directive No. **19940406**

October 24, 2014

Scope: To define the term Completion Date and the term Acceptance Date with regard to a construction project in accordance with Section 105.17 of the Standard Specifications, and to specify the forms to be used for reporting these dates.

COMPLETION DATE: The date on which the physical work required by the contract, and any exceptions, are completed.

ACCEPTANCE DATE: The date on which the contractor has satisfactorily executed and delivered to the engineer all documents, certificates, proofs of compliance, and the final estimate as required by the contract.

COMPLETION DATE

The project Completion Date is to be set as soon as the contractor is released from the physical project. That is when all work including any exceptions found at the final inspection has been completed in accordance with the contract. This also includes the ODEQ's final inspection not having any critical exceptions in accordance with Section 220.04.F of the Standard Specifications when applicable.

Do not withhold the Completion Date if the only exceptions are documentary (i.e. Materials Certification, DBE Forms, etc.). The setting of the Completion Date releases the contractor from liability of the project in case of an accident.

Do not set the Completion Date earlier than the end of the period for which the contractor is responsible for the physical project.

Example: A project is complete in October except for erosion control items and is suspended until planting season. When planting season arrives it is found that, due to a good natural growth of ground cover, the erosion control is no longer necessary and is thus deleted.

Since the contractor has been legally responsible for the project through the period of suspension, the Completion Date should be set shortly after the decision to delete the remaining items. Do not set the Completion Date back to October as it will give the implication that the contractor was not responsible during the suspension period and may cause some difficulty with the contractor's insurance company, should an accident occur during the period of suspension.

When this work has been successfully completed by the contractor, document the Completion Date using the Final Inspection Report, and distribute it to the relevant offices indicated at the bottom of the form.

The form to be used is provided electronically in SiteManager at the following location:

Main Panel / ODOT Custom Panel / Contract Specific Reports / Admin /
Final Inspection Report

No alternate form will be acceptable.

Refer to the attached example forms. For further assistance in completing this form or for questions, please contact the Construction Division at 405-521-2561.

ACCEPTANCE DATE

After the Completion Date is set and the contractor has submitted all of the required documents, the Acceptance Date is to be set. This will be after the project has been fully audited, a Materials Certification is issued and after the final estimate has been signed and returned by the contractor.

Setting of the Acceptance Date begins a 60 day period for final payment of the project. If the Department does not pay a final estimate to the contractor before the end of this period, interest may have to be paid on the amount due in accordance with O.S. 61-113.3.

The Federal Highway Administration requires a Final Acceptance for all projects, not only projects handled by the Construction Division, but also Emergency Relief, Force Account or any other category that has Participating funds. The form for Final Acceptance has been revised to apply to all projects.

When you submit a Final Estimate or claim, enclose two completed copies of the Final Acceptance Notice. Check the proper box which indicates if the

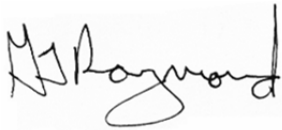
project is federally funded or not.

The form to be used is provided electronically in SiteManager at the following location:

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Final Acceptance Report

No alternate form will be acceptable.

Refer to the attached example forms. For further assistance in completing this form or for questions, please contact the Construction Division at 405-521-2561.

A handwritten signature in black ink, appearing to read "G. Raymond". The signature is written in a cursive style with a large, stylized initial "G".

George Raymond, P.E.
Construction Engineer