

STANDARD OPERATING PROCEDURE EP-C-101
Corrected Copy - December 1, 1995

**TO: ASSISTANT DIRECTOR FOR FIELD OPERATIONS
ASSISTANT DIRECTOR FOR TRANSPORTATION POLICY
DISTRICT DEPUTY DIRECTORS
DEPUTY DIRECTOR OF ENGINEERING POLICY
ADMINISTRATOR OF HIGHWAY MANAGEMENT
DISTRICT HIGHWAY MANAGERS
DISTRICT CONSTRUCTION ADMINISTRATORS**

SUBJECT: FINAL INSPECTION OF CONSTRUCTION PROJECTS

A. PURPOSE

This Standard Operating Procedure informs all Districts of the Final Inspection procedures. It provides guidelines of specific inspection points to insure a consistent and uniform level of final inspection among the various Districts.

B. REFERENCES

1. Section 4733.17 of the Ohio Revised Code that requires a Registered Professional Engineer to inspect public works' projects of \$5000.00 or greater.
2. Section 109.073 of the Construction and Material Specifications (CMS) entitled Final Inspection and requires performance of the Final Inspection in general within ten days of the completion of the work.
3. Section 109.08 CMS entitled Acceptance and Final Inspection requires prompt payment of the final estimate after the Final Inspection.
4. Section 109.09 CMS entitled Termination of Contractor's Responsibility requires release of the Contractor of all obligations, except as set forth in the bond, after the Final Inspection and approval of the final estimate.
5. Sections 109.071 and 109.072 CMS allow for the partial inspection of parts or sections of a project.
6. Federal Aid Program Manual (FAPG) G6042.08

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C. RESPONSIBILITY

The District Deputy Director (DDD) is responsible for accepting projects and railroad force account work completed in reasonable conformance with the contract and specifications. This acceptance is as the authorized agent of the Director. Each DDD shall appoint one or more qualified person (s) to perform the Final Inspection of all completed construction projects in their District. Each person appointed shall be a Professional Engineer, registered in the State of Ohio. They should also have construction experience commensurate with the work being inspected. A back-up appointee shall also be designated by the DDD and trained by the DDD appointee.

They should have an independent and objective view of the work. Accordingly the project engineer shall not perform the Final Inspection. The number of person (s) doing Final Inspection should be minimized in the interests of consistency and uniformity. If practical, only one person should be appointed in a District to perform the Final Inspection.

D. ENGINEER'S PUNCH LIST

Near the completion of the work, the project engineer shall create an Engineer's Punch List, in writing, of items not yet completed.

Districts may use Inspection Review Teams to inspect and comment on the project when the work is substantially complete, but before the Engineer's Punch List is finalized. These Review Teams shall not constitute the Final Inspection. Their findings may be forwarded to the project engineer for action if these people judge them within the requirements of the contract.

E. FINAL INSPECTION

The project engineer shall inform the DDD appointee of the end of work and the completion of the items on the Engineer's Punch List. The Final Inspection should be done in general within ten days of the end of work.

The DDD appointee shall physically tour the project. The DDD appointee is responsible for contacting all the people that should be at the Final Inspection and coordinating the schedule and meeting times. On projects with a contract price of greater than \$50,000.00 or otherwise considered significant by the DDD appointee, the people who should be at the Final Inspection should be the project engineer, contractor, any local government representative, and other relevant personnel. The DDD appointee shall also notify the Construction Section

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of the Office of Highway Management of the scheduled Final Inspection and notify the FHWA in accordance with Section G.

The DDD appointee shall review the plans, notes, and applicable specifications and then tour the full length of the project. Particular attention should be made to items that from the appointee's experience are often neglected by contractors. Particular attention must be made to the following critical aspects of the work:

1. Rideability - If the project involves new pavement, resurfacing, bridge replacement, or a bridge overlay, it should be checked to see if it meets the applicable contract surface tolerance requirements. If the surface tolerances do not meet the contract requirements, the project should not be accepted.
2. Drainage - The pavements, ditches, conduits, catch basins, and other drainage items must have positive drainage and be free of obstructions.
3. Structures - Structures should be checked for all items which constitute the completed structure, both above and below the structure.
4. Erosion Control - Roadside items should be checked to see that all erosion control items have been placed or established.
5. Safety - All guardrail, lighting, pavement markings, signing, traffic signals, and other safety items must be in place and functioning.
6. Cleanup - The project is not acceptable if cleanup in accordance with 104.06 is not complete. All borrow and waste area should be restored in accordance with 105.151.

After the DDD appointee finds the project acceptable, with all items on the Final Inspection Punch List complete, the DDD shall inform the contractor and local maintaining agency in writing on a Form C-85, within 5 working days, of the transfer of maintenance responsibilities. If there is a guarantee period or period of establishment that has not been completed, the Form C-85 shall be for a Partial Inspection. Once the guarantee period or period of establishment is complete, the Form C-85 for the Final Inspection shall be issued.

F. FINAL INSPECTION PUNCH LIST

The Final Inspection Punch List is a written listing by the DDD appointee of deficiencies found during the Final Inspection and when corrected to the satisfaction of the project engineer will result in an acceptable Final Inspection without a reinspection by the DDD appointee.

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There shall be only one Final Inspection Punch List on a project. Punch lists created by local authorities or other Department personnel will have no standing unless they were generated prior to the Final Inspection and are included on the Final Inspection Punch List by the DDD appointee.

At the Final Inspection, the DDD appointee and Contractor shall set a time limit (number of calendar days or specific date) as to when the Final Inspection Punch List will be completed. The Final Inspection Punch List shall state the time limit allowed to complete the items on the Final Inspection Punch List and a statement that failure to complete the items on the Final Inspection Punch List within the time limit will result in an assessment of liquidated damages in accordance with the schedule stated in 108.07.

The project engineer shall notify the DDD appointee, in writing, of the satisfactory completion of the Final Inspection Punch List.

G. FHWA NOTIFICATION

If a project is not accepted under the Certification Acceptance Program (CAP), FHWA shall be notified of the date of the Final Inspection, so they can attend. If the project is accepted under CAP, FHWA shall be notified when the project has been accepted. To determine if a project is being accepted under CAP, check for the "Fed Accept Type" on the "PROJ" screen in the Construction Management System.

H. PARTIAL INSPECTION

A partial inspection may be performed by the DDD appointee in accordance with 109.071 and 109.072.

I. QUALITY ASSURANCE

The Construction Section of the Office of Highway Management will coordinate and facilitate regularly scheduled meetings of all the DDD appointees to insure a consistent and uniform level of final inspection among the Districts.

On randomly selected projects, the Construction Section of the Office of Highway Management will conduct In-depth Inspections of the construction inspection process and Final Inspection process.

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