
200.00 PROJECT DEVELOPMENT PROCESS

200.100 FINAL ACCEPTANCE AND PROJECT CLOSEOUT

Final Walk-Through and Inspection

When project construction is near completion, the CA Agency must provide the ADOT PM written notice 10 calendar days before conducting the final walk-through and inspection. ADOT has the right to attend the final walk-through and inspection. The CA Agency must ensure that any issues identified during the inspection are resolved before the CA Agency completes final acceptance.

Final Acceptance Request

Before final acceptance, the CA Agency must ensure completion of the CA Agency's punch list, contractor's affidavit of final payment, consent of surety for final payment, bonding lien release waiver, subcontractor's waiver, and release on final payment. If a contractor disputes final payment, the CA Agency must provide the ADOT PM and ADOT LPA Section written notice immediately and include an estimated timeframe for resolution.

Upon final acceptance of the project, the CA Agency must ensure that the contractor files a Notice of Termination (NOT) with ADEQ for projects with a NOI. Upon final stabilization of the project, the CA Agency must file a NOT with ADEQ for projects with a NOI.

The CA Agency must submit final acceptance documentation to the ADOT PM within 90 calendar days after construction is completed. The CA Agency's final acceptance documentation includes the:

- Final reconciliation statement
- Statement of verified and closed certified payrolls
- Contractor's affidavit about the settlement of claims
- Copy of the CA Agency's final acceptance to the contractor
- Final pay request
- Certificate of Final Payment to DBE firms
- DBE Goal Assessment Notice
- Record Drawing Documentation Form
- List of items installed and locations if procurement
- Final acceptance letter attesting to project completion

Final Acceptance Letter

The CA Agency's final acceptance letter to ADOT will be on CA Agency letterhead. The final acceptance letter includes:

- Federal and ADOT project numbers
- A statement that the project is complete
- A statement that the CA Agency accepts and will maintain the project or there is an IGA showing another agency's acceptance and maintenance responsibility
- Confirmation of receipt of final payment or final pay request
- A statement that the results of the tests used in the Materials Quality Assurance Project Plan indicate materials incorporated in the construction work and construction operations controlled by sampling and testing were in conformity with the approved contract
- A list of documents included

A project will not be accepted until the CA Agency verifies that it is acceptable, including certifications. All physical work shall be completed before the final acceptance letter date.

The CA Agency must submit the final payment request and final acceptance letter to the ADOT PM and cc the ADOT LPA Process Manager and/or Oversight and Monitoring Manager. When the ADOT PM has verified that the CA Agency has received final reimbursement, ADOT's internal project closeout process begins. Upon FHWA approval, the project will be closed and no additional federal reimbursement of project costs can be made.

Record Drawings (formerly As-built Plans)

The CA Agency must ensure redlines are drawn accurately and to scale with necessary explanation and references noted. Redlines include all changes from the as-bid documents, permit work, subcontract work, supplemental agreements, addendums, field adjustments, requests for information, and discovered, relocated, or abandoned irrigation systems and utilities.

The CA should submit a Record Drawing Form to their ADOT PM. The form can be found under "Additional Resources" located on the ADOT Project Resource Office site. The form will then be placed on the ADOT ROAD portal site for future reference. Do not submit complete record drawings to your ADOT PM. Record drawing should be archived with the CA agency.

Maintenance

Post-construction operation and maintenance activities, including repairs such as filling potholes, do not qualify for federal funding, with the exception of preventive maintenance costs allowed under 23 U.S.C. § 116(d). The CA Agency must maintain FAHP projects and commit financial resources and adequate personnel for on-going maintenance operations in compliance with 23 C.F.R. § 633.208. These maintenance activities cannot be transferred to another party except through an IGA or annexation.