MDOT/FHWA Interaction at Completion of a Construction Project

The Michigan Department of Transportation (MDOT) and the Federal Highway Administration (FHWA) have partnered to simplify field procedures. The attached project completion and milestone flowcharts have been updated to remove the field incorporation of the FHWA Final Engineering Acceptance Report from the final estimate procedure. This form is required on FHWA Projects of Division Interest (PoDI) and will now be directly requested from the FHWA by the MDOT Financial Operations Division. Form 1105, Final Estimate Package Memo, has been revised to note this change in procedure.

The attached flowcharts still provide coordination events and time frames between the Transportation Service Center (TSC) construction engineer and the FHWA area engineer. Coordination, communication, and cooperation between the TSC construction engineer and FHWA area engineer is expected.

This advisory is effective immediately for all federally funded projects.

Please share this construction advisory with TSC staff.
ACTIVE CONSTRUCTION

CONTRACTOR REQUESTS PARTIAL ACCEPTANCE OF DESIGNATED ITEMS

RESPONSE PROVIDED WITHIN 7 DAYS

PUNCHLIST ISSUED TO CONTRACTOR WITHIN 7 DAYS

PUNCHLIST WORK COMPLETED

CONTRACTOR REQUESTS PARTIAL ACCEPTANCE OF DESIGNATED ITEMS

FHWA PROJECT OF DIVISION INTEREST (PoDI) CONSTRUCTION/PROJECT ENGINEER CONTACTS FHWA AREA ENGINEER TO COORDINATE FHWA FINAL INSPECTION AT 90 PERCENT COMPLETION

CONTRACTOR SUBMITS WRITTEN NOTIFICATION THAT WORK IS COMPLETED

RESPONSE PROVIDED WITHIN 7 DAYS

ENGINEER CONDUCTS FINAL INSPECTION WITH CONTRACTOR WITHIN 7 DAYS

CONTRACTOR PROVIDES WRITTEN NOTICE OF SATISFACTORY FINAL INSPECTION WITHIN 7 DAYS OF FINAL INSPECTION

CONTRACTOR SUBMITS ALL PROJECT AND MATERIAL TESTING DOCUMENTATION

FINAL ESTIMATE REVIEW FOR NON-CERTIFIED ENGINEERS (FORM 1147)

PROCESSING OF ALL FINAL DOCUMENTATION REQUIRED FOR RECORD REVIEW AND/OR FINAL ESTIMATE

ENGINEER SUBMITS COMPLETED FINAL INSPECTION / ACCEPTANCE REPORT AND PROJECT CERTIFICATION (FORM 1120) WITHIN 7 DAYS OF FINAL INSPECTION AND CONTRACTOR DOCUMENTATION SUBMITTAL

FHWA PoDi FORM 1365 PRE-APPROVAL, PER BOHIM 2011-05

FHWA PoDi SIGNATURE APPROVAL ON ALL CONTRACT MODIFICATIONS (INCLUDING TIME EXTENSIONS) WITHIN 10 DAYS

FHWA PoDi FHWA SIGNS COMPLETED 1120 FORM

ENGINEER SUBMITS FINAL ESTIMATE, COVER MEMO (FORM 1105), FINAL ESTIMATE REVIEW SUMMARY (FORM 1147) WITHIN 30 DAYS OF SUBMITTAL OF FORM 1120

FINAL ESTIMATE APPROVED AND FINAL PAYMENT MADE TO CONTRACTOR

FINAL VOUCHER SENT TO ENGINEER

ENGINEER RETAINS RECORDS UNTIL FOD DATE PER BOHIM 2008-09