

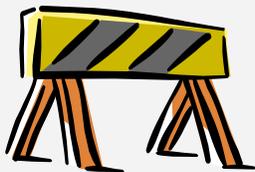
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Construction Advisory
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Warranty Administration – Documentation and Notifications

This construction advisory is to remind construction staff of warranty inspection, documentation, and contractor notification requirements. The 2015 Office of Auditor General's (OAG) audit of the warranty program found deficiencies in all aspects of the warranty administration process.

The OAG audit found the lack of documentation regarding the initial acceptance of the warranted work, interim and final inspections, and notification to the contractor and Surety Company after the final inspection was completed. A new folder, 107 Warranty Documentation, has been created in ProjectWise to house all documentation regarding each projects warranty. The initial acceptance form, contained in the contract documents, is to be filled out when the warranted work has been completed and accepted. Interim and Final Inspection forms must be filled out even if there are no deficiencies and filed in ProjectWise. Once these forms are complete, all pertinent information needs to be entered into the Statewide Warranty Administration Database (SWAD) and letters sent directly to the contractor and directly to the Surety Company notifying them of the results of the inspection and status of the warranty prior to the expiration date. Copies of the letters sent should also be filed in the ProjectWise folder for future reference.

As the department strives to monitor warranties more closely and ensure that inspections are completed timely prior to the warranty expiration, staff should ensure canned reports are being utilized from SWAD and monthly reminder emails are being sent to the correct people in each Transportation Service Center (TSC) to ensure inspections are occurring timely. In the event that an inspection is not completed prior to the expiration of the warranty, it is the department's responsibility to ensure that the inspection still takes place; however, this inspection should be completed only with MDOT forces.

A Warranty Improvement team is being assembled to review current procedures and policies to ensure they are up to date and easy to follow. Additionally, Construction Field Services (CFS) is working with the Department of Technology, Management and Budget to develop enhancements to SWAD to increase functionality. CFS is also in the process of developing a warranty training class; however in the meantime, if there are any questions regarding the warranty program or SWAD please contact Erin Chelotti at 517-322-1237 or chelottie@michigan.gov.

Please share this construction advisory with local agencies and consultants within your jurisdiction as well as TSC staff.