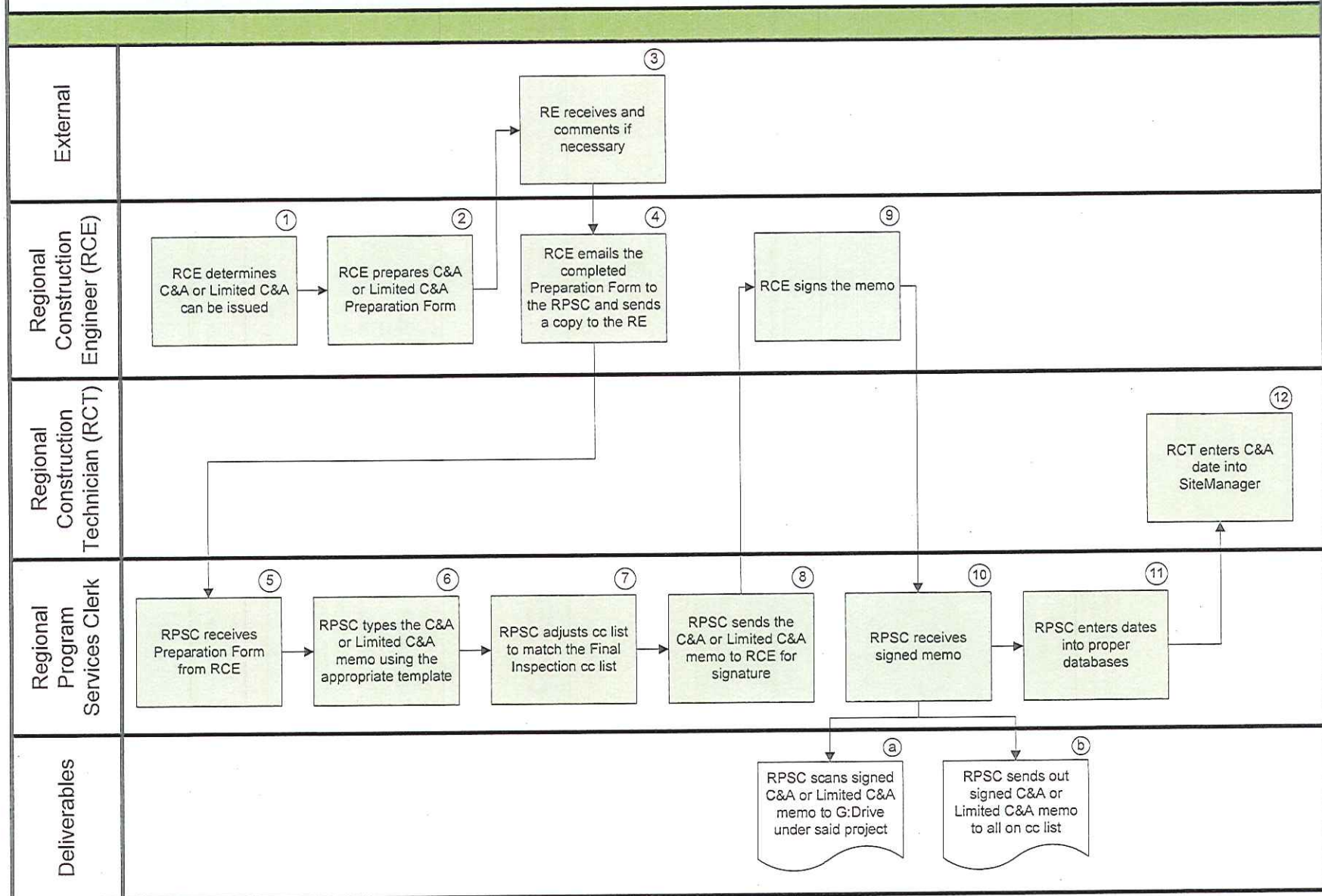


{ Tab 6 }

Completion & Acceptance Process



Completion And Acceptance Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Regional Construction Engineer (RCE) determines Completion & Acceptance (C&A) or a Limited C&A can be issued		RCE determines C&A or a Limited C&A can be issued	<ul style="list-style-type: none"> -Prior to issuance of a C&A or Limited C&A memo, the RCE will hold the Final Inspection, and all issues brought up at Final Inspection have been resolved as well as any material certification and testing requirements have been met -Limited C&A memo can be issued at the discretion of the RCE -A Limited C&A memo accepts certain parts of the work or portions of a contract -A Limited C&A memo protects the contractor from responsibility for damage to already completed items -A Limited C&A memo may be issued if the project is substantially complete and there is going to be an extended period of time before the contractor can complete the remaining work; however, the delay in completing the work should be beyond the contractor's control -A Limited C&A may be issued to accept one project within a multiple project contract, where the contractor has completed the work on one project within the contract, but not on the second project -The RCE may choose to hold a 2nd Final Inspection if a Limited C&A memo has been issued depending upon the volume of work that remained unfinished
2. Regional Construction Engineer (RCE) prepares Completion & Acceptance (C&A) or Limited C&A Preparation Form		RCE prepares C&A or Limited C&A Preparation Form using Change Orders, Written Orders, and Correspondence from Project Correspondence; and Daily Work Reports (DWR) Comments from SiteManager Reports	
3. Resident Engineer (RE) receives and comments if necessary		RE receives and comments if necessary	

Completion And Acceptance Process
Work Instructions

Revision Date: April 19, 2012
Revision No: 1
Author: NE Region

Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
4. Regional Construction Engineer (RCE) emails completed preparation form to Regional Program Services Clerk (RPSC) and sends copies to Resident Engineer (RE)		RCE emails completed preparation form to RPSC and sends a copy to the RE	If a Limited Completion & Acceptance (C&A) is issued then a final C&A will need to be issued as soon as any remaining components are complete
5. Regional Program Services Clerk (RPSC) receives preparation form from Regional Construction Engineer (RCE)		RPSC receives completed preparation form from RCE	
6. Regional Program Services Clerk (RPSC) types Completion & Acceptance (C&A) or Limited C&A memo using the appropriate template		RPSC types C&A or Limited C&A memo using the appropriate template located on the G:Drive in forms directory - Regional Forms	
7. Regional Program Services Clerk (RPSC) adjusts cc list according to Final Inspection cc list		RPSC adjusts cc list according to Final Inspection cc list	
8. Regional Program Services Clerk (RPSC) sends the Completion & Acceptance (C&A) or Limited C&A memo to RCE for signature		RPSC sends the C&A or Limited C&A memo to RCE for signature	
9. Regional Construction Engineer (RCE) signs the memo		RCE signs the memo	
10. Regional Program Services Clerk (RPSC) receives signed memo		RPSC receives signed memo	
11. Regional Program Services Clerk (RPSC) enters dates into proper databases	CAAP1 CAAP2	RPSC enters Final Inspection date, Actual Completion date, and Acceptance date into Preconstruction Project Management System (PPMS) then will enter Interim Completion dates and Limited C&A date (if applicable) into Construction Tracking System (CTS)	

Completion And Acceptance Process

Work Instructions

Revision Date: April 19, 2012
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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
12. Regional Construction Technician (RCT) enters Completion & Acceptance (C&A) date into SiteManager	CAAP3	RCT enters C&A date into SiteManager	RCT also check to make sure substantial completion date has been entered and if not enter this date also
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. Regional Program Services Clerk (RPSC) scans signed Completion & Acceptance (C&A) or Limited C&A memo to G:Drive under said project		RPSC scans signed C&A or Limited C&A memo into G:Drive under said project	
b. Regional Program Services Clerk (RPSC) sends out signed Completion & Acceptance (C&A) or Limited C&A memo to all on cc list		RPSC sends out signed C&A or Limited C&A memo to all on cc list	

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: CAAP1 – Completion & Acceptance (C&A) Date in Preconstruction Project Management System (PPMS)

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log in to PPMS
2. Type in PIN# (can be found in Construction Tracking System (CTS) on Contract side under the Project tab), the hit tab and type in 48 in the screen field
3. Tab to Project Acceptance date field and enter the appropriate date MM/DD/YYYY
4. Once you hit the enter key on this screen the program will give you a message in the lower left hand corner to hit F1 to update (basically this will save the information you entered)(As a point of interest if someone accidentally hits F2 it will clear all the fields that had just been entered and kicks the cursor back to the spot for the PIN# to be entered for the next project – should make sure it says Record has been successfully updated)

PPMS PIN: 07C216 SCREEN NO.: 48 01/31/2012 14:01
CONSTRUCTION MNGR.: MARSHIA, KEVIN S
PROJ NAME: BRIGHTON-WARREN GORE COUNTY (1): ESSEX COUNTY
PROJ NO.: STP 2724(1) CATEGORY: SYSTEM PRESERVA
ROAD/ROUT: VT 114 EST LET DATE:
PRJ LENGTH: 7.781 MI NHS PROJECT: NO
WORK DESC: RESURFACE ROADWAY METRIC: NO
CONTRACTORS NAME: PIKE INDUSTRIES INC
CONSTR AUTH SIGNED DATE: 08/21/2009 ANTICIPATED COMPLETED DATE: 09/26/2010
NOTICE TO PROCEED DATE: 08/24/2009
ACTUAL START DATE: 08/24/2009 CONTRACTED WORK COMPL DATE: 09/08/2010
PROJECT ACCEPTANCE DATE: 10/22/2010
FINAL INSPECTION DATE: 10/04/2010
REGIONAL ENGR: *****GRAY, RONALD D
RESIDENT ENGR: *****BUMPS, DOUGLAS E
REMARKS: N PLANS ARCHIVE DATE: _____

-Any issues encountered with PPMS, including passwords & logins, should be reported to the Construction Section Computer Technician in Headquarters and Jim Hoffman, with a cc to the Regional Construction Technician (RCT)

CAAP1 – Completion & Acceptance (C&A) Date in Preconstruction Project Management System (PPMS)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: CAAP2 – Final or Limited Completion & Acceptance (C&A) date into Construction Tracking System (CTS)

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log in to Construction Tracking System (CTS)
2. Click on Find Contract (highlighted in yellow) and choose appropriate project
3. Click on Milestones tab
4. Tab to C&A or Limited C&A date and enter the date
5. Click on save button upper left hand corner of screen

The screenshot shows the 'Construction Tracking System - [Contracts]' window. The 'Find contract' button is highlighted in yellow. Below it, the 'Milestones' tab is selected. The form displays various dates and completion status for a contract.

Contract Information	Find contract	Claims	CO	Employees
Contract Information				
Entered by Regional Clerk				
Date of bid letting:	1 / 7 / 2000 (SM)	Construction began date:	2 / 15 / 2000 (SM)	
Contract date:	1 / 19 / 2000 (SM)	Actual interim completion date:		
Working days:	302 (SM)	Substantial completion date:	11 / 21 / 2000 (SM)	
Contract completion date:	11 / 17 / 2000 (SM)	Limited C+A issued date:		
Adjusted completion date:	11 / 17 / 2000 (SM)	Actual completion date:	1 / 21 / 2002 (PPMS)	
Contract interim completion date:		Final inspection date:	11 / 15 / 2000 (PPMS)	
Notice to proceed date:	1 / 21 / 2000 (SM)	Acceptance date:	1 / 21 / 2002 (PPMS)	
Preconstruction meeting date:	2 / 4 / 2000			
Preconstruction report date:	2 / 22 / 2000			

-Any issues encountered with Construction Tracking System (CTS), including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Laurie Bean, with a cc to the appropriate Regional Construction Technician (RCT)

CAAP2 – Final or Limited Completion & Acceptance (C&A) in Construction Tracking System (CTS)

**Vermont Agency of Transportation
Program Development Division
Construction Section**

Instructional Sheet: CAAP3 – Entering Critical Dates in SiteManager

Revision Date: April 19, 2012

Revision No: 1

Author: NE Region

1. Log into SiteManager: User Name & Password
2. Navigate to the Contract Screen: MAIN PANEL → CONTRACT ADMINISTRATION(+) → CONTRACT RECORDS(+) → CONTRACTS
3. Open the list of contracts from the navigator bar → Select Contract Screen will open
4. Select the contract you want to work with
5. Go to the Critical Dates tab
6. Enter the Substantial Completion Date (if not already entered)
7. Enter the Acceptance Date
8. Save

The screenshot shows the AASHTO SiteManager application window. The 'Contracts' tab is selected, and the 'Critical Dates' sub-tab is active. The contract ID is TEST001. A table lists various critical dates with their descriptions, actual dates, and whether they are required to activate or finalize. The 'Substantial Work Complete Date' is circled in red, showing a date of 00/00/00. Below the table, there are fields for 'Critical Date Description', 'Actual Occurrence Date', 'Distribution List', 'Message Text', and checkboxes for 'Required to Activate' and 'Required to Finalize'.

Critical Date Description	Actual Date	Required to Activate	Required to Finalize
Original Completion Date	10/15/09	Y	N
Checked Out to Field Date	00/00/00	N	N
Substantial Work Complete Date	00/00/00	N	Y
Contractor Bankruptcy Date	00/00/00	N	N
Contractor Default Date	00/00/00	N	N
Notice to Proceed Date	04/15/08	Y	N
Signed Date	00/00/00	N	N
Work Begin Date	00/00/00	N	Y
Open to Traffic Date	00/00/00	N	N
Adjusted Completion Date	10/15/09	N	N
Accepted Date	00/00/00	N	Y
Assigned to FieldManager Date	00/00/00	N	N
Contract Archived Date	00/00/00	N	N

Critical Date Description: Contractor Final Release Date
Actual Occurrence Date: 00/00/00 ☐ Required to Activate ☐ Required to Finalize
Distribution List: _____ Recipient ID: _____
Message Text: _____

-Any issues encountered with SiteManager, including passwords & logins, should be reported to the Construction Section Computer Technician (CSCT) in Headquarters and Stephen Gilbert, with a cc to the appropriate Regional Construction Technician (RCT)