**Project Acceptance Flow Chart**

CONTRACTOR RELIEVED OF LIABILITY!

**Contractor Requests Final Inspection**

NO

NO

NO

YES

**Acceptance for Maintenance is issued to Contractor**

Contractor is notified by letter, including a reminder for contractor to promptly send all remaining **Contractor Submittals** to RE

(C-242, Prevailing Wage Affidavits, List of DBE payments, etc.)

**RE Office staff begins Project Close-Out Process**

* Pay Quantities and Adjustments Checked
* Verify receipt of all Certifications and Test Results
* Prepare As-Built plans
* Issue Change Order, if necessary, for final quantities

**Final Inspection is Approved by RE**

**Inspection is considered “Semi-final”**

List of Corrections and/or Exceptions given to contractor on Form C-236

**Division executes Final Estimate and closes project from any further payment adjustments**

**GOAL – Complete Project Close-Out in less than 120 days**

**RE notified to correct, including possible Change Order**

YES

YES

**District notifies Construction Division to begin Final Close-Out**

* Division performs QA spot-check of quantities & documentation
* Review performed by External Civil Rights (DBE, OJT, WF)

NO

**Any errors found?**

**Contractor Completes remaining work.**

**The count of contract time ceases when all corrections are complete (exceptions may remain).**

**RE notifies District Final Plans Processor to begin check**

* Document review and QA (10%) check of quantities
* **Final Acceptance** issued by District Const. Engr. within 30 days of receipt of **Contractor Submittals**

**Any errors found?**

YES

**All work Completed?**

(Including corrections & Exceptions)

**Is all work completed?**

* No Corrections remain (clean-up, signs, etc.)
* No Exceptions remain (grass growth, signal test period, remove ditch checks, etc.)