

ENGINEERING DIRECTIVES AND STANDARDS

Volume	Chapter	Section	Directive Number	Effective Date
III	5	1	13	8/2/1982

SUBJECT: POLICY FOR INSPECTION OF PROJECTS FUNDED BY HIGHWAY EMERGENCY FUNDS TO BE DONE BY OTHERS

- 1. PURPOSE:** The purpose of this directive is to establish a uniform policy for inspection and acceptance of projects financed with the Secretary's Highway Emergency Fund where construction contracts are supervised by municipalities, parishes, or other governing bodies or consultants. The policy shall also apply to projects constructed by the governing agencies own forces.
- 2. SCOPE:** This directive shall apply to the construction activities only, and includes the steps that should be taken to insure that the project is constructed in compliance with the Governor's authorization.

3. PROCEDURE:

- A. Prior to beginning construction, the District Administrator or his representative shall advise the appropriate individual representing the municipality, parish or other governing body that copies of invoices of materials placed on the project will be required for verification of quantities. The type materials that will require invoices to verify quantities will vary from project to project and shall be determined for each project by the District Administrator. In lieu of invoices, it will be permissible, at the discretion of the District Administrator, to accept material summaries which list the invoices by number and the quantity of material furnished. These summaries shall be certified and can be similar to DOTD Form 03-42-0653 Material Memorandum.
- B. The District Administrator or his representative will make periodic visits to the project and through visual observations and informal measurements will determine if the project is being constructed in accordance with the Governor's authorization. The approximate width and depth of the base course and surfacing shall be noted along with the type material furnished. The approximate length of the project shall be determined by log mile survey methods. The beginning and end of the project shall be in accordance with the Governor's authorization.
- C. When all work is complete in accordance with the Governor's authorization, a final inspection shall be made by the District Administrator (or his representative) in company with appropriate representatives of the municipality, parish or other governing body.

The Department representative shall verbally advise the local government representative that it is their responsibility to provide any necessary signing and/or other traffic control devices. In instances where the work is done by contract, it shall be emphasized that all signing and other traffic control devices must be in place before the contractor is allowed to remove the construction signing. It should also be emphasized that striping is the responsibility of the governing agency. (For projects funded with the emergency funds and constructed through DOTD striping will be done by DOTD and materials cost charged to emergency funds.)

- D. If the project is found to be in accordance with the Governor's authorization, a letter will be written to the Director, Maintenance and Field Operations, with the concurrence of the local government representative advising that the project has been completed in accordance with the Governor's authorization. This letter shall contain written confirmation of any agreements or conditions made by the final inspection team; and in particular, it shall contain written confirmation of the items contained in section (C) above. A copy of this letter shall be sent to the representative of the governing body by "certified mail, return receipt requested".

A sample letter is included with this EDSM, as supplement "A", which can be used to report the findings and actions of the final inspection party. Additional findings, conditions, agreements, etc. should be added as needed.

- E. The Parish or Municipality shall submit invoices to the District Administrator. The invoice shall be for the cost of the work or the amount authorized for reimbursement, whichever is least. If partial payments have been made during the life of the project, the final invoice shall reflect those payments.

If the invoice is satisfactory to the District Administrator, he will approve it for payment and forward to Project Control for further handling.

4. **OTHER ISSUANCES AFFECTED:** All directives, memoranda, or instructions issued heretofore in conflict with this directive are hereby rescinded.
5. **EFFECTIVE DATE:** This policy will be effective immediately upon receipt.

NEIL WAGONER
ASSISTANT SECRETARY

SAMPLE LETTER

PROJECT IDENTIFICATION

_____ PARISH

TO: MR. VERDI ADAM
DIRECTOR, MAINTENANCE AND
FIELD OPERATIONS DIVISION

FROM: _____
DISTRICT ADMINISTRATOR

An inspection was made on (insert date) on the above project by (insert name or names of inspection party), and the project was found to be in accordance with the Governor's authorization for this work. Through a copy of this letter (certified mail, return receipt requested), I am confirming our prior verbal advice to (insert name of governing body having jurisdiction) that:

- (1) It is their responsibility to provide adequate signing, striping, and other traffic control devices needed to safeguard and direct the traveling public.
- (2) Any temporary signs and other traffic control devices erected by the contractor (or others) should remain in place until all permanent striping, signs, and other traffic control devices are in place.
- (3) The governing authority will be responsible for the initial striping as well as all future striping.
- (4) Additional findings, conditions, and agreements as needed.

Cc: Mr. P. J. Frederick
Mr. A. E. Becnel
Governing Body having jurisdiction

(THIS LETTER APPLIES ONLY TO PROJECTS CONSTRUCTED BY OTHERS.)