

SECTION 250 Project Acceptance

250.1 Partial Acceptance

[Standard spec 105.11](#) allows the engineer to relieve the contractor, upon request, of responsibility for maintenance of completed sections of the project by granting partial acceptance. Partial acceptance places the responsibility for maintenance of the accepted section upon the owner of the road. Partial acceptance should be granted only for sections that are in fully operable condition. Sections should be of significant length and within logical termini. A note in the project diary including what date it was granted should be documented along with notification to the contractor, in writing, within 5 business days from the request for partial acceptance.

Partial acceptance should not be granted for individual items, with the exception of topsoil and erosion control items. More guidance on topsoil acceptance is provided in [CMM 640](#).

250.2 Final Acceptance

Before final acceptance can be extended to the entire project, a final inspection must be made as specified in [standard spec 105.11](#). For the project to pass the inspection and receive final acceptance, all bid items, finishing operations, needed repairs, required corrections, and changes must be complete. As a matter of cooperation with the contractor and to speed acceptance, defects and special finishing requirements are to be called to the contractor's attention at the start of the finishing and checked while in progress.

To expedite "finaling-out," a composite punch list should have been developed from results of prior field reviews of all concerned agencies, so the contractor only has had to cover the project once to make corrections before the final inspection. This composite punch list is to be in writing to the contractor, including a statement addressing contract time, and identifying the contract as substantially complete.

When punch list items are completed on federal oversight projects, the engineer must inform FHWA that the project is ready for final inspection.

Representatives of the department, local units of government, and others as appropriate should be present or invited to be present at the time of final inspection. Special attention should be directed toward pavement markings, signs, traffic signals, railroad crossings signals, and lighting to be assured they are installed and operating correctly for the safety of road users. Final inspection should be held before the contractor's equipment and forces leave the project site.

Upon acceptance of the project, the contractor is to be notified by letter and a note is to be placed in the project diary.

250.3 Completion Certificate

The Completion Certificate indicates that all work has been completed in the field, but does not necessarily mean that all contract-closing articles are complete. This certificate acts as a notice to release bonding and maintenance of the contract. For contracts administered in AASHTOWare Project Construction and Materials®, print the Completion Certificate report for the contract within the application by following the instructions available at:

<https://awpkb.dot.wi.gov/Content/constr/LETContract/Reports.htm>

The Completion Certificate should be completed and distributed for the following contracts:

- Every construction and maintenance contract let to bid.
- Every contract or agreement entered into between the department and a county or other public agency for construction, temporary maintenance, etc.
- Contracts and agreements with railroad companies for construction, relocation, or adjustment of crossings, crossing protection, or other facilities.
- Contracts or agreements with utilities for relocating or altering their facilities.

The Completion Certificate should not be submitted for contracts covering engineering services, aerial surveys, appraisals, or other special services. In addition, since the contractor, county, railroad, or utility does not receive a copy of this form, they are to be notified by letter of the acceptable completion of the contract.

The completed form should show all project numbers and codes involved, and the dates shown should apply to the contract as a whole, including any extensions made to the contract by change order.

This form should normally be filled out and submitted after acceptance of the work. In those instances where acceptance is contingent upon formal acceptance by a local governing body, submittal of the form may be delayed until this acceptance is obtained. In this case, the acceptance date to be entered on the form would coincide with the date of acceptance by the local governing body.

Where federal aid is involved, the acceptance date of a project for the purpose of this form is the date the engineer accepts the work on behalf of the state. This date of acceptance may be at variance with the date of acceptance of the entire contract by the FHWA, as the federal acceptance is not given until all projects under the contract have been accepted.

If it is subsequently found necessary to perform additional work, the work should be performed under a new contract or agreement.

Copies of the signed Completion Certificate must be distributed to the bonding company and region files on all contracts. FHWA only requires a copy on all federal oversight contracts, but not all contracts with federal aid. All Completion Certificates sent to FHWA should be done so electronically and sent via email to: FHWAMaterialsWisconsin@dot.gov