



STATE OF DELAWARE  
**DEPARTMENT OF TRANSPORTATION**  
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**MEMORANDUM**

**TO:** All of Transportation Solutions  
All of Maintenance and Operations  
All of Planning

**FROM:** Shanté Hastings, Deputy Secretary and Chief Engineer, Transportation Solutions *SAM*  
Anne Brown, Director, Maintenance and Operations *A B*  
Pam Steinbach, Director, Planning *PGS*

**DATE:** January 14, 2022

**SUBJECT:** Revised Inspection Framework

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Attached is the Revised Inspection Framework for the inspection and acceptance of projects into the Department's maintenance responsibility. This revision replaces the previous *New Inspection Framework Memorandum* that was issued on February 11, 2020. Upon evaluating the framework from the implementation date of March 1, 2020 to present, several revisions were made to better clarify and capture Department procedures.

The intent of this framework remains consistent with the initial implementation in March 2020: to have the appropriate staff attend the inspections to answer the questions, learn, and allow issues to be discussed and handled in a timely manner; to eliminate multiple punch lists; and to ultimately improve the acceptance process.

We expect continued cooperation and participation in the implementation of this Revised Inspection Framework. Implementation will be effective February 1, 2022.

Any questions or concerns should be directed to John Caruano, Support Engineer.

SH:bm

# Revised Inspection Framework

## ~~March 2020~~ January 2022

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### I. Initial Inspection

- The Initial Inspection is to occur either before the contractor demobilizes or at substantial completion. It is performed by the Administering Section and Contractor to ensure the location is ready for Primary Inspection.
  - The appropriate M&O District representatives will be invited to attend.
  - The ADA Inspection should be held approximately 30 calendar days prior to the Initial Inspection to obtain any deficient or noncompliant items.
  - Engineering Support (ES) will obtain and input the accessibility measurements of the PAR features in the ADA Compliance Inspection Application (ACIA) and generate a report for discussion at the Initial Inspection and inclusion on the Initial Punch list.
- The Initial Inspection punch list created by Administering Section will include any deficiencies from the following: E&S, ADA inspection, safety walk-through and Bridge Management review.
  - The punch list will be generated and sent to the Contractor and invitees within seven (7) calendar days of the Initial Inspection. The Initial Inspection punch list must contain the required corrections from the ADA Inspection performed by ES.
  - The Administering Section will update the ACIA portal for projects that had ADA Inspection deficiencies which have been addressed by the Contractor. The update to the ACIA portal will include updated measurements, photos, and other documentation as necessary to demonstrate corrective actions on the non-compliant PAR features. The ADA Title II Coordinator may accept, reject and issue a findings report, or perform an audit to verify that the corrective work has adequately been performed on the items within the original project scope. Items outside of the original project scope may be evaluated under a separate review but should not interfere with acceptance if the original scope and contract requirements are satisfied.
  - When a project involves work on a new or existing bridge, Bridge Management should be notified at least twenty-one days in advance of the Initial Inspection to provide a punch list.
  - The Administering Section will be responsible to provide each list with dates that remedial activities were resolved to ES when requesting that a Primary Inspection be scheduled. The Primary Inspection will be scheduled after the Contractor has sufficiently addressed all Initial Inspection punch list items.

### II. Primary Inspection

- The Primary Inspection includes a review of all contract work, plus corrective work completed as identified at Initial Inspection. The date and time of the Primary Inspection is to be coordinated and confirmed by ES prior to scheduling by the Administering Section.
- The Primary Inspection includes the following attending sections:
  - i. Administering Section
  - ii. Contractor
  - iii. M&O
  - iv. Designer
  - v. Engineering Support

- vi. Other support sections as applicable for project
  - 1. Traffic
  - 2. ESO
  - 3. E&S
  - 4. NPDES
  - 5. Roadside Environmental
  - 6. Bridge
  - 7. Others
- The Primary Inspection should be scheduled within thirty (30) calendar days of notification to ES in the form of an annotated Initial Inspection punch list.
  - i. The annotated Initial Inspection punch list is to include the dates of when remedial activities were resolved and the initials of the Administering Section's representative responsible for oversight of the corrective actions. In the event that lead time for materials prevents the installation/completion of work, the Administering Section is to indicate on the Initial Inspection punch list that the work is planned to be completed as materials become available.
- The Administering Section generates the draft punch list based upon input from the Primary Inspection team.
  - i. Others not attending the Primary Inspection will need to submit punch list items prior to the Primary Inspection meeting time for discussion with the Contractor.
  - ii. A draft Primary Inspection punch list will be sent for review by inspection team, with the exception of the Contractor, within seven (7) calendar days from the date of the Primary Inspection and prior to sending to the Contractor. Only items discussed at the Primary Inspection or items submitted prior to the Primary Inspection will be added to the list.
- The Primary Inspection punch list will be sent to the Contractor within fourteen (14) calendar days from the date of the Primary Inspection.
  - i. The Primary Inspection punch list will consist of the following:
    - a. A location and description of the required work that needs to be performed.
    - b. The entity financially responsible for the corrective work (Contractor, DelDOT, utility, or others).
      - i. If there is a disagreement as to who is financially responsible for the punch list item(s), the Contractor shall follow the Section 100 of the Standard Specifications regarding disputes.
  - ii. The punch list will indicate that the contractor will have thirty (30) calendar days to resolve all punch list items prior to restarting contract time charges. If the Primary Inspection punch list is significant due to the size or complexity of a project, the administering section can negotiate a longer duration with the Contractor.
- The Inspection Report generated by ES will be utilized for Departmental documentation, education, and best practices development.

### **III. Acceptance**

- The Acceptance Inspection is the final step before Department acceptance.
- The Administering Section notifies the District Engineer and Maintenance Engineer (or Division equivalent) via email that Primary Inspection punch list items have been addressed.
  - i. This notification will include an annotated Primary Inspection punch list based upon follow up review and discussions from the Primary Inspection. The Administering Section will be responsible to provide the punch list and dates of when remedial activities were resolved that will accompany the request to the District.
  - ii. Once all the ADA Inspection items have been sufficiently addressed or in the event that the ADA Title II Coordinator's review generated no exceptions, the ADA Title II Coordinator will issue a notification to the Administering Section and copy appropriate M&O and ES personnel recommending that the accessibility features included at the location be accepted into DelDOT's maintenance inventory. The recommendation for acceptance should be made within fifteen (15) calendar days of notice from the Administering Section.
  - iii. M&O will verify Primary Inspection punch list items have been addressed within thirty (30) calendar days of notice from the Administering Section.
- All release documents are to be submitted in accordance with Section 100 of the Standard Specifications.
- Project Acceptance is the date of signature of the Division Director. The project closeout process begins once Project Acceptance is complete.