

New Inspection Framework March 2020

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Goal of New Framework

- Appropriate Staff Attendance
- Alleviate Multiple Punchlists
- Timelier Acceptance of Projects



- This means any capital or public works project that requires an inspection follows this new process.
- Your Directors have signed off on this process



Who “is” the Administering Section

- Construction
 - Groups 1, 2, & 3
- Maintenance
 - District Contract Section from all Districts
 - Public Works (Canal, Central, & South)



Initial Inspection

Performed by the Administering Section (i.e. Construction)

- If a bridge was included in the project, Notify Bridge Management 21 days in advance to create a bridge item list.
- Invite the Maintenance and Operations District Representatives (they may come, they may not).
- Compile a list of deficiencies that will need to be addressed prior to the Primary Inspection.
- Add to the list any outstanding items from the Erosion and Sediment Control group, the ADA inspection, and Safety.



Initial Inspection

PAR Type	Width (Inches)	Street / Intersection	Location	Direction	Start/Stop Description	Measurement	Intervals (Feet)														Comments						
							0	100	200	300	*380	*390	400	500	*550	*560	570	625									
PCC Sidewalk	60.00	E. Songsmith	Parallel	South	S. ent. Lowes, S. side Songsmith & Rt. 7, N.E. cor.	Cross Slope	1.2%	1.2%	1.4%	0.1%	1.1%	0.8%	1.8%	0.3%	0.5%	0.9%	2.0%	0.3%								*=Ramp over Catch Basin section	
						Running Slope	0.9%	0.2%	0.4%	0.7%	5.7%	9.3%	1.5%	2.5%	6.3%	11.8%	0.7%	1.2%									
PCC Sidewalk	60.00	W. Songsmith	Parallel	West	S.W. Cor., Songsmith & Rt. 7	Cross Slope	0.1%	0.9%	1.6%	0.4%	2.0%	1.0%														*=Ramp over Catch Basin section	
						Running Slope	2.1%	0.4%	6.0%	6.4%	0.7%	0.9%															
PAR Type	Width (Inches)	Street / Intersection	Location	Direction	Start/Stop Description	Measurement	ent.	exit																			
Crosswalk	120.00	W. Songsmith	Lateral	North	S.W. Cor., Songsmith & Rt. 7 N.W. cor. Songsmith & Rt.7	Cross Slope	0.1%	0.2%																			
						Running Slope	0.2%	2.0%																			
PAR Type	Width (Inches)	Street / Intersection	Location	Direction	Start/Stop Description	Measurement	0	*9	*20	30	100	200	300	*375	*390	454									*=Ramp over Catch Basin section		
PCC Sidewalk	60.00	E. Songsmith	Parallel	North	TD Bank ent., N. side Service ent., S. side	Cross Slope	1.2%	0.4%	1.4%	2.5%	0.9%	1.2%	0.8%	0.8%	1.0%	0.6%											
						Running Slope	0.1%	7.0%	6.0%	0.8%	1.2%	0.8%	0.5%	4.3%	3.3%	0.4%											



Initial Inspection

- Compile the final Initial Inspection Punch List
 - Each item will note the location and who is financially responsible for repairing the outstanding item in parenthesis.

Add the bearing plate retainer tie to the Guardrail End Treatment, Type 1-31 at approx. STA 2+40, LT. (Incidental to previously paid contract item)
 - Send the Initial Inspection Punch List to the contractor 7 days after the date of Initial Inspection.
 - Provide a required completion date of the Initial Inspection Punch List depending on the length of the list (14 days, 21 days, 28 days etc.).
 - Maintain the Initial Inspection Punch List with dates that items are completed.



Initial Inspection

Once all of the Initial Inspection Punch List items are complete, the Primary Inspection can be scheduled.

- The Primary Inspection can be scheduled within 45 days after the completion of the Initial Inspection.
- After 6 months, the duration will shorten to 30 days.



Primary Inspection

The Administering Section (i.e. Construction) will schedule a date/time with Engineering Support and will include the following support sections:

- Administering Section
- Contractor
- Maintenance and Operations
- Engineering Support
- Traffic
- Erosion and Sediment Control
- NPDES
- Roadside Environmental
- Bridge
- DeIDOT Project Manager
- Consultant Design Engineer
- Others



Primary Inspection

Primary Inspection Site Meeting:

- The Administering Section will generate the Primary Inspection Punch List based on input from the attending sections.
- If a Support Section member cannot attend the Primary Inspection meeting, they will need to have their punch list submitted prior to the meeting time so that the comments can be included and discussed at the Primary Inspection with all parties.
- Once the inspection is complete, the Primary Inspection list will be reviewed for all parties.
- If there is a disagreement over the financially responsible party (i.e. DelDOT or the contractor), the contractor shall follow Section 100 of the Standard Specifications.



Primary Inspection

Generating the Primary Inspection Punch List:

- A draft of the Primary Inspection Punch List will be sent to the inspection team within 7 Calendar Days of the inspection date prior to sending to the contractor for concurrence.
- Each item on the Punch List will include a location and the financially responsible party in parenthesis.
- Only items discussed at the Primary Inspection Meeting will be included on the list.
- Once all comments are agreed upon, the final Primary Inspection Punch List will be sent to the contractor within 14 Calendar Days.
- The contractor will have 30 Calendar Days to complete the Primary Inspection Punch List. Projects of significant size and scope may be granted a longer duration to complete the work.



Final Acceptance

Final Step Before Department Acceptance:

- The Administering Section will notify the District Engineer and Maintenance Engineer via e-mail that all of the items have been addressed.
- The notification will include the date when each item on the Primary Inspection Punch List was completed or information regarding remedial action taken.
- Within 30 Calendar Days of written notice from the Administering Section, Maintenance and Operations will verify that the Primary Inspection Punch List items have been addressed.
- All release documents will be submitted in accordance with the Section 100 of the Standard Specifications.



Highlights

- New Terminology
 - Initial Inspection
 - Primary Inspection
 - Acceptance Inspection
- Trial Period
 - How did we do?
 - Adjustments



Questions:

- Initial Inspection
 - Clarification on other aspects of inspection not specifically mentioned in the 3rd bullet, “E&S, ADA inspection, Safety walk through and Bridge Management”. What about Canal PW’s 5 pg check list? Are the items mentioned and others not listed be covered under “safety walk-through”? Or are the other items contained in our own “in-house” preliminary inspections?



Answer

- All internal check-lists, like Canal PW's 5-page list, with constructability and other items should be completed prior to or at the Initial Inspection. This new Initial Inspection is not taking the "place of" rather it is channeling all these efforts at one particular spot in the inspection process.



Questions:

- Initial Inspection
 - “It is mentioned that the administering section will be required to provide dates that the remedial activities were resolved. What format does that have to be in?”



Answer

- There is no set way as of now. All that is asked of the Administering Section is to provide the following:

- Deficiency
- Financial Responsibility (in Parenthesis)
- Remedial Activity
- Date Remedial Activity Completed

This is to ensure ALL Initial Inspection Punch Lists items are completed prior to scheduling the Primary Inspection with the larger group and Engineering Support.



Questions:

- Initial Inspection
 - “For the initial inspection there is no mention that if the Initial Inspection punch-list is done in a timely fashion that a follow-up inspection will be required. In Canal PW we try to hold to a 6 month “re-do” of the formally called “semi-final inspection.”



Answer

- One of the goals of this new process is to reduce the multiple Punch Lists generated. We do NOT recommend that you follow the “re-do” process. The purpose of the Initial Inspection Punch List is to generate the “meat” of the Punch List and with the documentation of the work completed, the next step of scheduling a Primary Inspection should be followed. This new process is supposed to reduce Punch Lists and time it takes for acceptance.



Questions:

- Primary Inspection
 - “Should there be someone from Planning (reviewer) attending? Or is that listed under “other”?”



Answer

- Yes, someone from Planning should attend if they were a designer or reviewer of a project that requires an inspection and yes, that could be consider “others” under the 2nd bullet, vi. 7.



Questions:

- Primary Inspection
 - “For clarification, does the “Primary Inspection” be held within the 45 days, or it just needs to be scheduled”?”



Answer

- The Primary Inspection, after ALL Initial Inspection Punch List items have been addressed, shall be held within 45 days of notification to Engineering Support.



Questions:

- Primary Inspection
 - “What if the contractor does not complete the punch-list items within the 30 days? Do we hold them to this in the Initial Inspection as well?”



Answer

- If the Initial Inspection Punch List is not completed within the allotted timeframe, normal Liquidated Damages will apply unless there is a reason the contractor should be afforded additional time. The main point to this is that the Primary Inspection should not be scheduled until the Initial Inspection Punch List is complete.



Questions:

- Primary Inspection
 - “Are there scenarios where a 2nd Primary Inspection may be needed? For example, they don’t complete the punch-list items in a reasonable time.”



Answer

- NO



Questions:

- Primary Inspection
 - “Are the contractors/developers aware that this is coming?”



Answer

- Yes, to contractors. A version of this document was shared with DCA. DCA is agreeable to the new framework and it will be their responsibility to complete the outstanding Punch List items;
- Not sure on developers.



In Closing...

- Full Participation Expected
- In effect as of March 1, 2020
- DCA received a version of this. Will be discussed at March 12th meeting.
- Living document, adjustments will be made



In Closing...

- Monthly Inspection Report
 - Will Continue – may transition to every other month or quarterly
- Monthly Meetings
 - Past = ES Only
 - Present = ES & Construction (Jan 2020)
 - Future = ES, Construction, PW, DREs (Apr 2020)



Thanks for Your Time





QUESTIONS/ COMMENTS