**Letterhead**

**TO:** **NAME**, Director, Maintenance and Operations

**VIA:** **NAME**, District Engineer, Maintenance and Operations, \_\_\_\_\_\_ District

**FROM:** **NAME**, Group Engineer, Group \_\_ Construction

**DATE:**

**SUBJECT: Contract No.**

The referenced project has been completed in reasonable conformance with the applicable plans and specifications. All items identified during the ADA Inspection and Final Inspection has been completed, with any exclusions noted as follows:

*Group Engineer’s should list any of the following:*

1. *Maintenance Bond posted for a satisfactory strand of grass;*
2. *Any items that were not completed on the final punchlist and the reason why;*
3. *Any warranties;*
4. *List any RPE’s for ADA that are the responsibility of the Designer. List any recommended to the PAR Program for design and future contracts. (Please be sure to attach the annotated ADA Inspection report to OPM, M&O and Design PM)*

Formal acceptance of the project by the Department of Transportation can now be made. The attached Acceptance Letter has been prepared for signature by the Director of Maintenance and Operations. In order to allow for the efficient and timely acceptance and close out of this project, if Maintenance and Operations is not able to concur with the acceptance of this project, please provide a list within 30 days of the date of this memo specifying any outstanding items/concerns as to why the Acceptance Letter cannot be signed.

Additionally, be advised that the following items (if so noted) were included as part of the construction of this contract:

Recommendation for Acceptance

Date

Page 2

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| --- |
| **ITEM** |
| Landscape Plantings \_\_\_ Yes \_\_\_ No |
| Highway Lighting \_\_\_ Yes \_\_\_ No |
| Guardrails \_\_\_ Yes \_\_\_ No |
| Stormwater BMPs \_\_\_ Yes \_\_\_ No |

Initials/

Enclosure

cc:

Name, FHWA

Name, Director, Finance

Name, Assistant Director, Construction

Name, Assistant Director (Requested by Brian Urbanek), Statewide Support Services

Name, Group Engineer, Group \_\_ Construction

Name, Contract Services Administrator

Name, Performance Management Engineer

Name, Chief Estimator, \_\_\_\_\_ District

Name, Area Engineer, Group \_\_ Construction

Name, Project Supervisor, **Group or Consultant**

Name, North District Maintenance Program Manager (only if lighting is checked)