

CITY OF TUCSON, ARIZONA
DEPARTMENT OF TRANSPORTATION

ENGINEERING DIVISION
ACTIVE PRACTICES GUIDELINES

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APPROVED BY: *[Signature]* DATE: 12/28/94
City Engineer

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SUBJECT: INDEPENDENT CONSTRUCTION INSPECTION REVIEW PROGRAM

A. PURPOSE

To establish guidelines for performing independent inspection reviews on all Federal Aid construction projects.

B. POLICY

All Federal Aid construction projects will be independently inspected by an appropriate team comprised of individuals from one or more of the following City departments as determined by the Director of the Department of Transportation or his designee:

- 1. Transportation
- 2. Parks and Recreation
- 3. Tucson Water
- 4. Operations

C. PROCEDURE

1. Independent inspections shall be administered for construction projects as a part of the Certification Acceptance program. The following table shows the minimum number of inspections based upon the project construction cost:

<u>Project Cost</u>	<u>Number of Inspections</u>
\$0 M to \$1 M	2
\$1 M to \$2 M	3
\$2 M to \$4 M	4
\$4 M to \$6 M	5
\$6 M to \$8 M	6
\$8 M to \$10M	7
> \$10 M	7

2. Each independent inspection shall provide an overview of the entire project with emphasis on three specific inspection areas. Succeeding inspections shall cover areas different from the preceding inspections. The following is a listing of areas for inspection:

1. FHWA Contract Concerns
2. Office Records
3. Traffic Control
4. Structures
5. Paving
6. Materials Testing
7. Incidentals
8. Landscape
9. Utility Relocations

Refer to Attachment "A" for further detail.

3. Personnel performing independent inspections shall be familiar with construction practices and project requirements. Independent inspections may not be performed by personnel involved with normal project inspection. The Inspection Report Form (Attachment "B") shall be completed upon conclusion of each inspection. The Field Engineering Manager will be responsible for maintaining a file of all inspection reports and corrective actions taken on all major findings.

CITY OF TUCSON
DEPARTMENT OF TRANSPORTATIONINDEPENDENT CONSTRUCTION INSPECTION REVIEW PROGRAM
INSPECTION AREAS

1. FHWA CONCERNS
 - * BULLETIN BOARDS
 - * PAYROLLS
 - * APPROVED SUBCONTRACTORS
 - * DBE / WBE GOALS
 - * TRAINEE PROGRAM
 - * PAY ESTIMATES
 - * STAFFING
 - * ENVIRONMENTAL MITIGATION
2. OFFICE RECORDS
 - * FILE SYSTEMS
 - * REQUIRED DOCUMENTS
 - * INSPECTORS DIARIES
 - * QUANTITY REPORTS
 - * SUPPLEMENTAL AGREEMENTS
 - * PAY ESTIMATES
 - * STAFFING
3. TRAFFIC CONTROL
 - * PER TRAFFIC CONTROL PLAN
 - * CORRECT INSTALLATIONS
 - * DOCUMENTATION
 - * FLAGGING OPERATIONS
 - * PILOT OPERATIONS
 - * TEMPORARY BARRIERS
4. STRUCTURES
 - * FALSE WORK
 - * FORMS
 - * STEEL PLACEMENT
 - * CONCRETE PLACEMENT
 - * CONCRETE FINISH
 - * CURING
 - * JOINTS
 - * BEARINGS
 - * SUBSURFACE OPERATIONS
 - * SEISMIC CONTROLS
5. MATERIALS
 - * MATERIALS LOGS
 - * TEST COMPUTATIONS
 - * CERTIFICATIONS
 - * SAMPLING / TESTING
 - * IAS PROGRAM
 - * CORRELATION TESTS
 - * LABS
6. INCIDENTALS
 - * EARTHWORK
 - * DRAINAGE
 - * NON-STRUCTURE CONCRETE
 - * BARRIERS
 - * SIGNING
 - * ELECTRICAL
 - * PAVEMENT MARKINGS
7. PAVING
 - * SUBGRADE
 - * UNSUITABLE MATERIAL
 - * MATERIAL PLACEMENT
 - * COMPACTION
 - * FINISHING
 - * JOINTS
8. LANDSCAPE
 - * SEEDING
 - * IRRIGATION SYSTEMS
 - * PLANTING
 - * LANDSCAPE ESTABLISHMENT
 - * ENVIRONMENTAL MITIGATION
9. UTILITY RELOCATIONS
 - * TUCSON ELECTRIC POWER COMPANY
 - * TUCSON WATER DEPARTMENT
 - * PIMA COUNTY WASTEWATER DEPT.

CITY OF TUCSON DEPARTMENT OF TRANSPORTATION
INDEPENDENT CONSTRUCTION INSPECTION REPORT

PROJECT NAME:				
FHWA/ADOT PROJECT NUMBER:		C.O.T. JOB NO.		DATE
PROJECT INSPECTOR:			INSPECTION TYPE (check one) INITIAL () SPECIAL () INTERMEDIATE () FINAL ()	
INSPECTION MADE IN COMPANY WITH:				
INSPECTION MADE BY:				
LOCATION:				
DESCRIPTION:				
CONTRACTOR:				
AWARD DATE	CONTRACT AMOUNT	TIME ALLOWED	TIME START	WORK START
QUALITY OF WORK		PROGRESS OF WORK		% COMPLETE
SCOPE OF INSPECTION:				
MAJOR FINDINGS:				
RECOMMENDATIONS:				
DISTRIBUTION:				
City Engineer		Field Eng. Manager		
Project Engineer/Contract Administrator		Project Inspector		
		File		