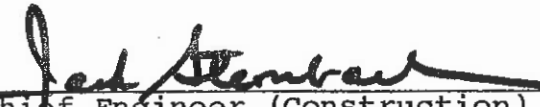


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TO: Director, Preliminary Planning Bureau	PREL. FINAL	ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
	PROJECTS/IMPROVEMENTS/SCAPE REVISIONS EXHIBITS/CONTRACT DIVISION	
Nov 20 1974		SUBJECT: ACCEPTANCE OF HIGHWAY CONTRACTS BY AFFECTED AGENCIES
	CIRC.	Subject Code: 7.30
	FILE DESIGN	
Distribution:	<input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 74-106</u>
APPROVED:	 Deputy Chief Engineer (Construction)	Date: <u>11/19/74</u> Superseides: EI 72-014 DATE 2/15/72

Engineering Instruction 72-14 issued February 15, 1972, on the above subject indicated the classification of cooperating agencies and the nature of their concurrence desired in the final acceptance of construction contracts. There should be no unreasonable delay in securing acceptances or comments from "cooperating" agencies since such delays would place unnecessary and unwarranted hardships upon our contractors who must maintain the projects during any such extended periods and suffer the interest costs of retained monies which could otherwise be released to them upon final acceptance.

It should be standard procedure to notify all affected agencies of the imminent completion of each contract so that any valid comments they may have could be incorporated into the Region's "punch list." The acceptance by any such agencies could be made subject to the satisfactory completion of the remaining work which affects them. In addition, as soon as work affecting such agencies is completed, their review and acceptance should be solicited rather than waiting until contract completion.

The Region's request for acceptance and comments by the affected agency should contain a deadline date for response with an indication that a failure to respond by that date will be considered as acceptance.

In the event that an affected agency refuses to accept a project because of some reason which is not acceptable to the Department or requests additional work beyond the scope of the contract, copies of such correspondence together with the Region's recommendations or response to each specific point should be forwarded to this office with its recommendation for final acceptance. Furthermore, please indicate on the back of the Final Acceptance Form 45c the dates of all concurrences by each affected agency in the final acceptance of the project or the status thereof.

In addition, on federal-aid projects, the FHWA area engineer should be contacted sufficiently in advance of the preparation of a "punch list" to provide him with an opportunity to have any valid comments incorporated therein.

All effort should be exercised towards prompt final acceptance of projects upon satisfactory completion of all contract work. If uncompleted work agreements are involved, their processing should be expedited.