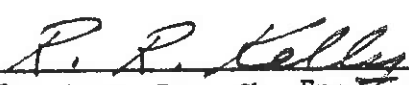


FINAL
LANDSCAPE
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DESIGN SUBDIVISION

TO:	MAR 14 1977	ENGINEERING INSTRUCTION
		NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Director, Preliminary Plan Review Bureau		SUBJECT: 1976 HIGHWAY CONTRACT REVIEW FINDINGS
		Subject Code: 7.30
Distribution:	<input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 77-11</u>
APPROVED:		Date: <u>3/4/77</u>
R. R. Kelly, Asst. Dir. Ch. Engr. Construction Subdivision		Supersedes:

Approximately 100 On-Site Reviews were completed throughout the State by the Field Audit Section during 1976. Several audit deficiencies were repetitive; in fact, one citation was repeated on 54 of the audits. Needless to say, such repetitive errors require clarification, additional training or closer monitoring by the Regions. Accordingly, a few of the items are brought to your attention for special consideration during the forthcoming construction season.

1. Both MURK and General Letter 63-60 require that the inspector be instructed in each new inspection assignment and that such instructions be documented in the project records. With proper instruction in any assignment, it follows that we should expect to have fewer instances of noncompliance with our specification requirements.
2. Forty-three instances were cited that had to do with measurements and payments that were contrary to the Specifications. This would indicate that the item specifications for the contract were not reviewed prior to the start of work. Therefore, the instructions to inspectors mentioned in item #1 above should be expanded, if not already set up, to indicate that the inspector has read the item specifications and understands the requirements.
3. Despite many previous instructions from this office, there were still 18 reports indicating that work had started prior to the approval or TWX emergency authorization of the related Order on Contract. There can be no excuse for proceeding with the work prior to obtaining at least approval from this office, which should be documented in the project files.
4. There were 26 instances of work being performed by an unapproved subcontractor. Starting with the preconstruction meeting, both the Contractor and the Engineer should establish procedures that will insure subcontractor approval prior to starting any work on subcontracted items.
5. There were a few instances of force account irregularities with regards to daily and weekly records. The force account procedures are to be covered in the instructions to inspectors for each Engineer that will be associated either in the field or with office preparation of the force account.

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6. There were 54 reports that indicated payments were made without the necessary acceptances being on hand or entered in the Material Acceptance Record. Greater emphasis must be placed on the material acceptance records to insure that they are kept in accordance with MURK. There would appear to be a need for some cross reference check between estimate payments and materials received.

Please advise this office as to the specific actions or procedures that you are implementing or any suggestions you may have to improve construction supervision in the previously noted areas.

RRK:LG