



ROBERT BENTLEY  
GOVERNOR

**ALABAMA**  
**DEPARTMENT OF TRANSPORTATION**  
CONSTRUCTION BUREAU  
1409 COLISEUM BOULEVARD, G-101  
MONTGOMERY, ALABAMA 36110  
PHONE (334) 242-6216  
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JOHN R. COOPER  
TRANSPORTATION DIRECTOR

October 23, 2013

**Construction Information Memorandum No. 3-2013**

TO: Division/Region Engineers

FROM: Curtis W. Vincent, P.E.  
State Construction Engineer

RE: ATRIP Contract Closeouts

As part of the Acceptance for Maintenance process outlined in Item 105.15(c)3., a "record check" of materials and workmanship is performed by the Bureau of Materials & Tests (M&T). This review is initiated by a form letter from the Construction Bureau to M&T and includes reviewing the BMT-38s and/or IAS&T records. Once the "record check" is completed, M&T inputs certain dates into CPMS and generates a Certification of Materials & Tests (also known as the COM). Final Acceptance, as outlined in Item 105.15(c)6., and the Final Estimate cannot be processed until the COM letter is completed and submitted.

For ATRIP contracts, the Division/Region is responsible for all materials issues as prescribed in the Memorandum of Understanding with Federal Highway Administration. Therefore, the Division/Region must perform this review and submit the COM letter to the applicable parties. Based on questions this office has been receiving, there appears to be some confusion on how the process should work.

Henceforth, the Construction Bureau will modify its Acceptance for Maintenance letter to the Contractor so that the respective Division/Region will be responsible for performing the "record check". An example of this letter is attached.

Once the Division/Region completes its review, it will prepare a COM like the attached example and submit it to the distribution list indicated on the letter. Once M&T receives the COM, it will input the date of the Materials Certification Date and FHWA Acceptance Date into CPMS. At this point, the Construction Bureau is ready to process the Final Acceptance and Final Estimate once the Division/Region and the Contractor completes the final quantity and final estimate documentation process outlined in Article 109.12.

Please share this with your Division Construction, Materials, and County Transportation staff. Should you have questions, please contact Mr. Skip Powe or Ms. Charlotte Tatum in this office.

CWV/WJP/wjp

Attachments

pc: Mr. John Lorentson

Mr. Ed Austin

Mr. Bill Flowers

Mr. Ed Phillips

Alabama Bridge Builders Association

Alabama Asphalt Pavement Association

Mr. Ronnie Baldwin

Mr. Buddy Cox

Mr. Clay McBrien

Mr. Mark Bartlett, FHWA

Alabama Road Builders Association

File



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JOHN R. COOPER  
TRANSPORTATION DIRECTOR

August 19, 2013

S. T. Bunn Construction Company, Inc.  
1904 University Boulevard  
Tuscaloosa, AL 35401

**RE: Project No. ACNU58493-ATRP(001) Pickens County, 4.363 mi. Resurfacing and Traffic Stripe on CR-49 from SR-159 at Gordo to the Tuscaloosa County Line.**

Gentlemen:

All work included in the above numbered contract has been satisfactorily completed, and you are hereby notified that the work was accepted by the Alabama Department of Transportation, with **Pickens County** assuming maintenance as of **July 19, 2013**.

Should this Department find upon completion of the "Record Check" that any of the materials or workmanship fails to meet the requirements of the plans and specifications, you, as contractor, will be required to make such changes as necessary to correct the deficiencies without expense to this Department.

You are hereby requested to furnish proof that due notice has been given to any and all persons desiring to file claim against the Contractor. This notice should be in the form of an advertisement, and should be inserted for four consecutive weeks in some newspaper of general circulation, published within the County or Counties, in which the work was done. Mail three copies of this notice, attached to publisher's affidavit that it appeared in his newspaper, and the dates on which it appeared to our Division Engineer, **Mrs. L. Dee Rowe, Alabama Department of Transportation, P.O. Box 70070, Tuscaloosa, AL 35407**. For your information a typical advertisement is attached.

Should the contractor be required to correct any deficiencies after the "Record Check" has been made, the contractor must re-advertise at his expense.

Final acceptance will not be made until after the "Record Check" has been approved by the Fifth Division.

Yours very truly,

Curtis W. Vincent, P.E.  
State Construction Engineer

CWV/ml  
Attachment

pc: Mr. Robert G. Plott  
ARBA  
Mr. Sky Hallmon  
Mrs. L. Dee Rowe  
FHWA  
Mr. Clay McBrien

Mr. Bill Flowers  
Mr. Buddy Black  
Mr. William Adams  
Mr. Ed Phillips  
Mr. Clarence Hampton  
Mr. Steven E. Walker

Mr. Robert Lee  
Mr. B. E. Cox, Jr.  
Mr. Scott George (M & T)  
Mr. Ed Austin  
Special Projects  
File



# ALABAMA DEPARTMENT OF TRANSPORTATION

FIFTH DIVISION  
OFFICE OF THE DIVISION ENGINEER

2715 Skyland Boulevard East  
P.O. Box 70070  
Tuscaloosa, Alabama 35407  
Telephone: (205) 553-7030  
FAX: (205) 556-0900



Robert Bentley  
Governor

John R. Cooper  
Transportation Director

October 22, 2013

## CERTIFICATION OF MATERIALS AND TESTS

Mr. Mark D. Bartlett, P.E.  
Division Administrator  
Federal Highway Administration  
9500 Wynlakes Place  
Montgomery, AL 36117-8515

RE: ACNU58493-ATRP(001)  
Pickens County  
Fifth Division

Dear Sir:

This is to certify that the results of the tests used in the acceptance program indicate that the materials incorporated in the construction work, and the construction operations controlled by sampling and testing, were in conformity with the approved plans and specifications. All independent assurance samples and tests are within tolerance limits of the samples and tests that are used in the acceptance program. Both the IAS&T "Record Check" (Accepted \_\_\_\_\_) and the BMT-38 Materials Certification are now complete.

Sincerely,

L. Dee Rowe, P.E.  
Division Engineer

LDR/  
pc: State Construction Engineer  
State Materials & Tests Engineer  
Finance & Audit  
Innovative Programs Bureau  
Office Engineer  
Division Materials Engineer  
Division County Transportation Engineer  
Project Manager  
File