

## AV-204 Engineer's Construction Report Outline

The sponsor/consultant shall prepare and submit a final construction report to the North Carolina Division of Aviation (DOA) that provides an appropriate and accurate record of the project. This report must be signed and sealed by a licensed North Carolina Professional Engineer. Sponsors should incorporate this task as a specific deliverable item in their Consultant's scope of services.

The extent of this report will vary depending on the type and size of the project. Consult your Airport Project Manager (APM) to address questions regarding what items the final report should address. With the exception of meeting minutes and failing test results, if any documentation requested in this report has been provided prior to the Engineer's Construction Report, please indicate that in the report and exclude it from the submittal; it is not necessary to provide documentation that has been provided previously. Unless otherwise approved by the APM, the report shall address the following items:

- 1. General project description**
- 2. Brief narrative of work accomplished**
  - Include explanation for any deleted work item
  - Provide brief description of all non-reimbursable work items
- 3. Summary of key milestone dates**
  - Receipt of bids
  - Notice-to-proceed
  - Substantial completion
  - Final inspection
  - Final acceptance
  - Certificate of Occupancy (if applicable)
  - FAA flight check or acceptance of new approach (if applicable)
- 4. Contract time**
  - Explanation of liquidated damages (if required)
  - Justification for weather delays
  - Other time extension needs with explanation (CO, material delays, etc.)
- 5. Labor provisions**
  - Statement of compliance with contract labor provisions (i.e. payroll reviews, etc.)
  - Summary of any complaint/findings and resolution
- 6. Change Order/Supplemental Agreements**
  - Identify APM approval date
  - Provide justification as to why the change order was needed
  - Include a copy of the Change Orders in the Appendix
- 7. Construction costs**
  - Summary of final contract quantities
  - Delineation of reimbursable and non-reimbursable cost
  - Clearly identify added or deleted work items
  - Explanation/justification of underruns and overruns
- 8. Airfield lighting equipment**

- Provide a statement indicating whether or not the installed airfield lighting equipment complies with the *FAA certification program per AC 150/5345-53d*
  - Identify the AC 150/5345-53 Appendix 3 date at the time the contract is established
  - To remain eligible, the product number of the subject equipment must be listed in Appendix 3 of AC 150/5345-53 for the version current at the time bids are received
- Please note that the sponsor must maintain documentation that supports the contractor's compliance with the *FAA Airport Lighting certification program* and make this information readily available to the Division of Aviation upon request. At a minimum, the sponsor/consultant should maintain product information sheets and a shop drawing submittal log of installed airfield lighting equipment. However, it is not necessary to submit this documentation with the closeout report.

#### **9. Construction material testing and acceptance**

- Provide summary of all required acceptance tests per the project specification and the approved construction observation plan
- The summary must provide clear explanation of any price adjustments due to the application of the Percent Within Limits (PWL)
- Include actual test reports in the Appendix

#### **10. Final inspection/record of completion**

- Include final walkthrough attendee list and punch list in the Appendix. Ensure that the inspection date is included on documentation.
- List any punch list items and provide information on how they will be/have been addressed
- County or City inspection approvals (fuel farms, terminals, utilities, etc.)
- Include details regarding updating data in Airport IQ 5010/NFDC/NFDD (if applicable)

#### **Appendix:**

- 1. Photographs-** Include a representative number of photographs that depict the major elements of the project prior to the improvement and after completion of construction
- 2. Meeting Minutes**
  - Include pre-construction minutes, project meetings, pre-paving meeting, etc.
  - Include attendance list for all meetings
- 3. Change Orders**
- 4. Material Testing Reports**
- 5. Inspection Reports/Diaries**
- 6. Final Inspection punch list and attendee list**