



# Construction Policy Bulletin

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## CPB 13-1 Construction to Maintenance 90% Best Management Practices Completion Walkthrough

References: *Construction Manual*

Section 5-006, "Maintenance Review"

Section 3-523, "Final Inspection and Contract Acceptance"

Effective Date: July 27, 2013

Approved:

A handwritten signature in black ink that reads 'Mark Leja'.

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MARK LEJA, Chief  
Division of Construction

Approval Date: July 26, 2013

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### Background

Stormwater pollution prevention is a high priority and the California Department of Transportation (Caltrans) is continuously evaluating methods to improve and comply with various environmental obligations during construction and after contract acceptance.

There are examples where shortly before contract acceptance, district maintenance staff have identified elements such as structural treatment best management practices (BMPs), drainage systems, and permanent erosion and sediment controls that were not functional or maintainable. In these cases, it was too late in the process to have the contractor fix the issues. When this happens, district maintenance must use resources, at potentially increased time and cost, to maintain or correct these issues after project completion. Currently, there is no clear or consistent method of transferring knowledge and responsibility of these environmental elements from construction to maintenance.

A process has been developed to assist with communicating, sharing information, and providing a permanent record of elements such as the structural treatment BMPs, drainage systems, and permanent erosion and sediment controls being transferred between construction and maintenance.

### Existing Procedure

Section 5-006, "Maintenance Reviews," of the *Construction Manual* requires a project field review with maintenance at approximately 90 percent completion to identify items necessary to comply with the National Pollution Discharge Elimination System (NPDES) General Permit for Stormwater Discharges Associated with Construction and Land Disturbance Activities—Construction General Permit.

Section 3-523, "Final Inspection and Contract Acceptance," of the *Construction Manual* instructs the resident engineer to schedule a final inspection review with maintenance and other Caltrans divisions.

## **New Procedure**

During the 90 percent field review meeting, the resident engineer and the maintenance superintendent or supervisor, or the district maintenance stormwater coordinator will complete Form MTCE-0023, “Construction to Maintenance 90% BMP Completion Walkthrough.” Using this form will assist in identifying, discussing, and documenting the project elements such as structural treatment BMPs, drainage systems, and permanent erosion and sediment controls, while noting their functionality and communicating any specific instructions related to maintaining them. This review should provide the resident engineer sufficient time to correct deficiencies prior to contract acceptance, and to ensure elements such as structural treatment BMPs, drainage systems, and permanent erosion and sediment controls are constructed in accordance with the project plans and specifications.

Prior to construction contract acceptance and in accordance with Section 3-523, “Final Inspection and Contract Acceptance,” of the *Construction Manual*, the resident engineer must schedule a final inspection with maintenance. During the final inspection, update Form MTCE-0023 to reflect changes and corrective actions implemented since the 90 percent walkthrough. Both the resident engineer and the maintenance representative must sign the form when they have completed their final inspection. File a copy of the form in category 63, and send copies to the district NPDES coordinator, district design stormwater coordinator, and the district construction stormwater coordinator. The maintenance representative will maintain the original and is responsible for sending a copy to the maintenance regional manager.

Form MTCE-0023, “Construction to Maintenance 90% BMP Completion Walkthrough,” is available on Caltrans’ Electronic Forms Management website.

For additional information or assistance, please contact Hamid Hakim, Division of Construction, at [hamid\\_hakim@dot.ca.gov](mailto:hamid_hakim@dot.ca.gov) or (916) 653-7289.

Attachment: Form MTCE-0023, “Construction to Maintenance 90% BMP Completion Walkthrough”