

OFFICE OF THE GOVERNOR

BOB RILEY
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ALABAMA DEPARTMENT OF ECONOMIC
AND COMMUNITY AFFAIRS

DONI M. INGRAM
DIRECTOR

STATE OF ALABAMA

September 15, 2009

MEMORANDUM

TO: Interested Parties

FROM: Doni M. Ingram 
Director of ADECA

SUBJECT: New Submittals for Engineering Review

As a step to better serve our grantees and improve our ability to monitor the design, construction and post construction phases of our infrastructure projects, both new and underway, we will effective from the date of this memorandum require certain submittals to be sent to ADECA. These submittals, as detailed in this memorandum, will be reviewed by ADECA engineer, Jim Tinney, some for concurrence purposes and others for informational purposes.

The following is a detailed list of the submittals required and at what stage of the project they are to be submitted:

- The "proposed" Engineering Services Agreement. An unexecuted copy of the Agreement to be reviewed by ADECA prior to its being executed.
- A set of the proposed plans, specifications and contract documents for the work prior to them being offered for bids.
- A copy of any permit or concurrence that must be obtained from ADEM prior to the project being offered for bids. ADECA must acknowledge receipt of the concurrence or permit prior to the project being offered for bids.
- A copy of the bid tabulations and engineer's recommendations for award of the contract(s) prior to contract award.
- A copy of the Notice to Proceed for each contract within two weeks of it being executed.
- A copy of all "proposed" change orders prior to execution.
- A copy of the final inspection form detailing any exceptions to the work and establishing the warranty date within two weeks of its being signed.

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The Engineering Agreement, plans, specifications and change orders will all be reviewed for concurrence. A letter of concurrence for these items will be sent to the grantee with a copy to the project engineer.

Cost estimates in proposed applications will also be reviewed for cost effectiveness and basic design. Any needed revisions will be addressed in the Letter of Conditional Commitment.

It is most important that each item in the list is submitted in a timely manner to prevent project delays. All submittals must be sent to Jim Tinney, P.O. Box 5690, Montgomery, AL 36103-5690. He may also be reached by telephone at 334 353-1028 and by Email at jim.tinney@adeca.alabama.gov. For projects presently underway, you must ascertain their status respect to the list of submittals and begin the submittals for that project from that point.

Your cooperation in this enhancement to our program and our continued efforts to improve them is most appreciated. We look forward to our continued partnership to better Alabama.

c: Shabbir A. Olia