

Post Construction Feedback Instructions

Construction Feedback (Normal Process):

1. The Project Engineer generates the Construction Feedback report and sends it electronically to the Construction Management Engineer.
2. The Construction Management Engineer logs the receiving of the report into the Construction Feedback tracking system.
3. The report is forwarded to the Construction Operations Engineer for the inclusion of the COE's comments. It is returned to the Construction Management Engineer.
4. The report is forwarded to the Highway Design Manager and the Project Manager concurrently for inclusion of their comments. These reports are returned to the Construction Management Engineer.
5. The Construction Management Engineer compiles these responses into one report. It is then forwarded to the Project Development Engineer.

Construction Feedback (Preferred Process):

1. The Project Engineer, the Construction Operations Engineer and the Project Manager meet at the conclusion of the project and jointly generate the Construction Feedback report.
2. This report is electronically forwarded to the Construction Management Engineer and logged into the Construction Feedback tracking system.
3. The report is forwarded to the Highway Design Manager for inclusion of Design's comments. The Highway Design Manager returns the report to the Construction Management Engineer.
4. The Construction Management Engineer reviews the report for completeness. It is then forwarded to the Project Development Engineer.

Construction Feedback (Completion for Both Processes):

1. The Project Development Engineer completes the form by adding his comments.
2. The Project Development Office provides electronic distribution of the completed report to the people listed in the "Distribution List" provided on the next page. The original copy is filed in the Project Development Office.

CONSTRUCTION FEEDBACK REPORT

Distribution List:

HFCO-16	Construction Engineer Construction Mgmt Engineer Construction COE-s (All 6)
HFPM-16	Project Quality Assurance Chief, Project Manager Project Managers (All 12)
HFCO-16	Project Engineer _____ Assigned to project
HFHD-16	Project Development Engineer (Retains Original) Survey, ROW, Map Engineer Environment Planning Engineer Hwy Design Managers (All 3)
HFTS-16	Technical Services Engineer Geotechnical Engineer Pavements Engineer Hydraulics Engineer Materials Engineer Safety Engineer
HFHD-16	Supervisory Bridge Engineers, if applicable

