***Local Agency Project Management Review (PMR) Checklist***

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Federal Aid Project No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Title/Route No. and Section: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Table of Organization (Position Titles --> Consultant: Yes\_\_\_\_\_\_ No\_\_\_\_\_\_):**

Action Approving Authority\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Design Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PS&E Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Award \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Administration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preliminary Engineering:**

Preliminary Environmental Study Date:\_\_/\_\_\_/\_\_\_

NEPA Approval Date:\_\_/\_\_\_/\_\_\_ Type of Document:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Design Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_/\_\_\_/\_\_\_

PS&E Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_/\_\_\_/\_\_\_

Agency Supplied Materials Approved By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sole Source Items? Yes \_\_\_\_\_ No \_\_\_\_\_

Changes in Scope, Limits, Character, Cost? Yes? Explain. \_\_\_\_\_\_\_\_\_\_\_\_\_No? \_\_\_\_\_\_\_

Tied Bids Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

**Traffic Control**

TCP or K Plans in contract accepted by Contractor? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Traffic control devices installed in accordance with TCP? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_

Detour included in contract? Yes \_\_\_\_\_ No \_\_\_\_\_\_

If yes, agreements included in contract? Yes \_\_\_\_\_ No \_\_\_\_\_\_ N/A

Travel way is well delineated? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

**Consultant Agreements** Yes \_\_\_\_\_ No \_\_\_\_\_\_

Services for Construction Engineering \_\_\_\_\_\_\_, Environmental Monitoring \_\_\_\_\_\_, Materials Testing \_\_\_\_\_, Other \_\_\_\_\_\_

Agreement renewed prior to expiration date? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Fee Type:

Lump sum? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Actual cost plus fixed fee? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Cost per unit of work? Yes\_\_\_\_\_\_No\_\_\_\_\_

Specific rates of compensation? Yes\_\_\_\_\_\_ No\_\_\_\_\_

Advertisements on file? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Selection Process on file? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Date Agreement Executed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Terms of the Agreement (Ending Date):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Advertising and Award:**

FHWA Construction Authorization Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Engineer’s Estimate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Contracting Method? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_ (If Yes, List the Method\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Advertising Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Three Week Advertising Period? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Affidavits of Publication in File? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Bid Opening Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Award Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Low Bid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Percent over/under Engineer’s Estimate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High Bid: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Bids: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Competitive Bids (A competitive bid is a bid within 20% of the low bid): \_\_\_\_\_\_\_\_

Award to Lowest Bidder? Yes \_\_\_\_\_ No \_\_\_\_\_

If Not, Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit prices do not differ significantly from the engineer’s estimate? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Unit prices do no differ significantly from the other bidders? Yes\_\_\_\_\_ No\_\_\_\_\_\_

Contract Award Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Award Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unmodified FHWA-1273 Included in Contract? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Award Information Transmitted to Caltrans? Yes \_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_

E-76 Modification Done (If Necessary)? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Notice To Proceed Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Time: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Working Days/Calendar Days (Circle One)

 Estimated Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pre-Bid Meeting Held? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Meeting Documentation Available? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_ (Reviewed: Yes\_\_\_\_\_\_ No\_\_\_\_\_\_)

Preconstruction Conference Held: Yes \_\_\_\_\_ No \_\_\_\_\_

 Meeting Documentation Available? Yes \_\_\_\_\_ No \_\_\_\_\_ (Reviewed: Yes\_\_\_\_\_\_ No\_\_\_\_\_\_)

DLAE Attended\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ECR - Environmental Commitment Record:**

Environmental and Permit Conditions Met: Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Permits Required/ Approval Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the Project Adhering to the Mitigation Requirements in the NEPA Document? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 How? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Right-of-Way**

Right-of-Way Acquired Yes \_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_

Right-of-Way Acquisition Procedures Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Listing of Right-of-Way Staff Current Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Type of Certification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Right-of-Way Certification Dated: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

**Labor Compliance (Payrolls):**

Wage Rates Determined by the US DOL Included in Contract? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Certified by Contractor? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Checked and Initialed by Agency? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Are Diaries Spot-Checked Against Certified Payrolls? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

**EEO Compliance:**

PR-1391 on File and PR 1392 sent to Region Local Programs? Yes \_\_\_ No \_\_\_

Contractor Employee Interviews Conducted? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 Frequency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor’s EEO Policy Visibly Posted? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Have Any Employees of Primes or Subs Made Any Complaints Such as Incorrect Wages, Sexual or Racial Harassment, or Other? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_ If yes, provide name of employee, who they work for, and brief description of the complaint: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Training:**

Training Goal Set? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_ Hours \_\_\_\_\_\_\_\_\_\_\_\_

Training Plan Approved by Agency: Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Training Goal Met? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_ Hours \_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DBE Compliance:**

Contract DBE Goal Set: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

Contractor’s DBE Goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%

If Contractor did not meet DBE Goal, Was Good Faith Effort (GFE) Analysis Performed? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_ (If Yes, Request Copy of Documentation)

Monitoring of Progress and GFE Through Monthly DBE Progress Reports Submitted by the Contractor? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

DBE Condition of Award Amount: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How Was DBE Certification Verified Prior to Award? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Copy of Contract Bidder DBE Information Form in the Project Files? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

DBE Goal Compliance is Being Checked Using (Obtain Sample of Documentation)

 \_\_\_\_\_\_Payrolls

 \_\_\_\_\_\_Interviews

 \_\_\_\_\_\_Diaries

 \_\_\_\_\_\_Material Invoices

 \_\_\_\_\_\_Other

DBE’s Performance of a Commercially Useful Function is Being Checked Using (Obtain Sample of Documentation)

 \_\_\_\_\_\_Payrolls

 \_\_\_\_\_\_Interviews

 \_\_\_\_\_\_Diaries

 \_\_\_\_\_\_Material Invoices

 \_\_\_\_\_\_Other

Change Orders Affects on DBEs: Yes \_\_\_\_\_ No \_\_\_\_\_\_

Additional Work Provided to DBEs? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Any Changes to DBE Goals? Yes \_\_\_\_\_ No \_\_\_\_\_\_

DBE goal changes approved by Caltrans Headquarters &Local Programs? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Quarterly Report of Amounts Credited as DBE Participation

Sent to Region Local Programs Engineer? Yes \_\_\_\_\_ No \_\_\_\_\_\_

**Construction Inspection:**

Contractor Information (Name Address, Phone): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Engineer Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DLAE Staff Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of DLAE Inspections\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_: Findings/Follow-up directives: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DLAE Project Inspection Reports \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Elapsed: \_\_\_\_\_\_\_% Work Completed: \_\_\_\_\_\_\_%

First Work Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Working Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised Working Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Working Days To Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time Extensions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Status:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Materials Documentation on file (Aggregate, Asphalt, Concrete, Metal, Rebar, Wood, Electrical) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there a “Summary log” of Material Tests? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Failed Tests are Documented with Cross References to Re-tests? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Inspector Daily Reports and Project Diary Adequately Support Work Progress, Time Changes, etc? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Project Diaries and Inspector’s Daily Reports signed and reviewed by RE? Yes \_\_\_\_\_ No \_\_\_\_\_\_

Buy America Requirements Included on Invoices and Certifications for all Iron and Steel Products? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Appropriate Posters Displayed in Accessible Location and are Clear and Legible. (Reference <http://www.fhwa.dot.gov/programadmin/contracts/poster.cfm>)

 OFCCP1420 (EEO-1) EEO Is The Law? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 Form WH-1420 – Your Rights Under Family and Medical Leave? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 Form FHWA-1495 – Wage Rate Information? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 Form FHWA-1022 – False Statements? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 US DOL Wage Decision? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 Form OSHA-1365 – Job Safety & Health It’s The Law? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 Form WH-1462 – Notice Employee Polygraph Protection Act? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

 Others as Appropriate? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Any deficiencies noted in the project diaries: (Comment) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Liquidated Damages? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_ Dollar Amount:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Inspection performed by DLAE: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final Voucher submitted by agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by DLAE\_\_\_\_\_\_\_\_\_\_\_\_\_

**Administrative Settlements**

Were any claims settled by Administrative Settlement? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Were claims submitted to Local Programs Engineer? Yes \_\_\_\_\_ No \_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Contract Completion:**

Eligibility Determination made on all CCOs and Contract Claims Yes \_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

Completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completion Letter to Contractor transmitted to Local Programs: Yes \_\_\_ No \_\_\_

End of Project Materials Certification From Project Engineer to

Approving Authority Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**American Recovery and Reinvestment Act of 2009 (ARRA):**

Does the contract package for the project include provisions regarding the special reporting requirements of the ARRA? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Does the contract package for the project include a provision to override the general applicability provisions in form FHWA-1273, Section IV and V? (Note Davis-Bacon Prevailing Wage Rate requirements shall apply to all ARRA funded construction projects regardless of location/roadway classification.) Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Does the contract package require installation of ARRA Project Construction Signing? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Does the contract package for the project include a provision for Section 902 regarding US Comptroller General Authority? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Does the contract package for the project include a provision for Section 1515 regarding Inspector General Authority? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_