



# Local Agency Project Management Review Checklist

Agency _____	Date _____
Project Title _____	
Federal Aid Project Number _____	Contract Number _____
Reviewers _____	
Prime Contractor _____	
<b>Table of Organization and CA Agreement Review (Approving Authority)</b>	
Design Approval _____	
PS&E Approval _____	
Contract Award _____	
Contract Administration _____	
<b>Preliminary Engineering</b>	
Design approved by _____ PS&E approved by _____	
Commitment File	Yes      No
NEPA approval	Date _____
Were wage rates included in the contract	Yes      No
Was a Value Engineering Study completed	Yes      No
Public Interest Findings (PIF)	
Patented/Proprietary items	Yes      No      If yes, approved by: _____
Mandatory use of borrow or disposal site	Yes      No      If yes, approved by: _____
Agency supplied material	Yes      No      If yes, approved by: _____
Agency supplied equipment	Yes      No      If yes, approved by: _____
Local Agency Force work	Yes      No      If yes, approved by: _____
Two-week advertisement	Yes      No      If yes, approved by: _____
Tied bids	Yes      No      If yes, approved by: _____
<b>Right of Way</b>	
25      Right of Way acquired	Yes      No
Project Right of Way certification	Date _____
<b>Consultant Agreements</b>	
31      Agreement renewed prior to expiration date	Yes      No
Feetype _____	
Advertisements on file	Yes      No
Did advertisement include Title VI language	Yes      No
Selection process on file	Yes      No

# Consultant Agreements

Agency	Date
Project Title	
Federal Aid Project Number	
Consultant	

<b>Agreements</b>	<b>Execution</b>	<b>Comp. Date</b>
Original Agreement		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		
Supplement #		

**Advertising and Award**

46.21	FHWA construction authorization	Date _____		
46.24	Advertising Dates _____ to _____			
46.24	Three week advertising period	Yes	No	
46.25	Affidavits of publication in file	Yes	No	
	Did publication include Title VI language	Yes	No	
46.25	Bid opening	Date _____		
	Were bid analysis conducted prior to award on unbalanced Bid Items	Yes	No	
	If yes, is justification on file	Yes	No	
46.27	Award \$ _____	Date _____		
46.26	Award to lowest bidder	Yes	No	
	If not, explain: _____			

**26 DBE Compliance and SBE Compliance**

26.2	DBE goal set % _____	Yes	No	
26.2	DBE condition of award amount \$ _____			
26.2	Is there concurrence to award from WSDOT/FHWA prior to a ward (projects containing DBE goal and full oversight projects only)	Yes	No	
52.5	Did change orders affect DBE's	Yes	No	
	If so, explain: _____			
26.2	DBE goal changes approved by WSDOT LP	Yes	No	
26.2	Were quarterly report of amounts credited as DBE participation sent to region local programs engineer	Yes	No	
	Complaints regarding DBE's or from DBE	Yes	No	
	If yes, were the complaints submitted to WSDOT	Yes	No	
	Were complaints received from subcontractors for prime's failure to pay promptly or return retainage	Yes	No	
	Did Prime Contractor submit a Small Business Enterprise Plan	Yes	No	N/A

**Training**

	Training goal set: Hours _____	Yes	No	
	Training plan approved by agency	Yes	No	
	Non-union training plan approved by FHWA	Yes	No	
	Training goal met: Hours _____	Yes	No	
	Comments: _____			
	_____			
	Were trainee interviews conducted	Yes	No	
	Comments: _____			
	_____			
	Training start date _____	Training end date _____		
	Were good faith efforts provided when minority/female were not submitted	Yes	No	
	If yes, is there documentation in the file	Yes	No	

**Contract Administration**

52.101	First working day _____	Number of working days _____		
	Number of working days complete _____			
	Were liquidated damages assessed	Yes	No	
	Preconstruction conference minutes review	Yes	No	
	Preconstruction Meeting held	Yes	No	
	Preconstruction Meeting minutes/documentation	Yes	No	
	Do the minutes reflect discussion regarding DBE & EEO requirements	Yes	No	
	Were there changes			
	Scope	Yes	No	
	Project Limits	Yes	No	
	Cost	Yes	No	
	If yes, is the NEPA still valid	Yes	No	
	If yes, is the design still in compliance with ADA requirements	Yes	No	
52.51	Were any claims settled by administrative settlement	Yes	No	
	If yes, were claims submitted to local programs engineer	Yes	No	
	Comments _____			
_____				
52.1	Project diaries and inspector's daily reports signed and reviewed	Yes	No	
44.22e	TCP in contract	Yes	No	
	Adopted by contractor	Yes	No	
44.22e	Detour included in contract	Yes	No	
44.22e	If yes, agreements included in contract	Yes	No	
27.32	PR-1391 on file and PR1392 sent to region local programs	Yes	No	
	Comments _____			
_____				

**Contract Completion**

52.83 End of project materials certification from project engineer to approving authority      Date \_\_\_\_\_

# Local Agency Project Prime & Subcontractor Information

Agency Name	Federal ID Number	Contact	Date
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**Project Title**

	Name	Amount	Date of Request to Sublet 421-012	DBE	Fed. Aid Certification 420-004	Statement of Intent to Pay Prev. Wages F700-029-000	Wage Rate Interview 424-003	DBE Review 272-051	Affidavit of Wages Paid F700-007-000	Payroll
Prime										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										

Total Amount Sublet \$	% of Contract Sublet = (Maximum 70%) _____
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Payroll: Certified by the contractor	Yes	No	Checked and initialed by the agency	Yes	No
How often were payrolls reviewed _____					

**Notes**





Agency				Date	
Project Title				Federal Aid Project Number	
Reviewed By					
Bid Item			Material		
Visual Inspection	Yes	No	N/A	Plan Quantity	_____
Lag Exception Noted	Yes	No		Paid Quantity	_____
ROM Maintained	Yes	No		RAM#	_____
Certificate of Material Origin	Yes	No		Codes	_____
Qualified Products List	Yes	No	N/A		
Shop Drawing	Yes	No	N/A		
Mfg. Certificate	Yes	No	N/A		
Test Report	Yes	No	N/A		
Approved for Shipment	Yes	No	N/A		
Bill of Lading	Yes	No	N/A		
Fabrication Approved	Yes	No	N/A		
Approved Source	Yes	No	N/A		
Sign Acceptance Report	Yes	No	N/A		
Field Note Record Date		Quantity on Field Note Record		Field Note Record Verified	
Comments					
Acceptable			Deficiency as Needed		



# Aggregate Item

Agency				Date	
Project Title				Federal Aid Project Number	
Reviewed By					
Bid Item			Material		
Small Quantity	Yes	No	N/A	Plan Quantity	_____
Certified Ticket	Yes	No	N/A	Paid Quantity	_____
Lag Exception Noted	Yes	No	N/A	RAM#	_____
ROM Maintained	Yes	No	N/A	Codes	_____
Visual Inspection	Yes	No	N/A	Approved Source-Pit #	_____
Scale Certification	Yes	No	N/A		
Maximum Density Curve	Yes	No	N/A		
Scaleman's Daily Report	Yes	No	N/A		
Preliminary Sample	Yes	No	N/A		
Acceptance Test	Yes	No	N/A		
Compaction Test	Yes	No	N/A		
Field Note Record Date		Quantity on Field Note Record		Field Note Record Verified	
Is this project on a NHS Rate?		Yes	No		
If so, is the tester certification on file?		Yes	No		
Comments					
Acceptable		Deficiency as Needed			

Agency				Date	
Project Title				Federal Aid Project Number	
Reviewed By					
Bid Item			Material		
Lag Exception Noted	Yes	No	N/A	Plan Quantity	_____
ROM Maintained	Yes	No	N/A	Paid Quantity	_____
Scale Certification	Yes	No	N/A	RAM#	_____
Visual Inspection	Yes	No	N/A	Codes	_____
Scaleman's Daily Report	Yes	No	N/A	Approved Source-Pit #/Agg	_____
Prelim. Sample-Agg.	Yes	No	N/A		
Acceptance Test-Agg.	Yes	No	N/A		
Verified Mix Design Number	_____				
Qualified Products List	Yes	No	N/A		
Compaction Test	Yes	No	N/A		
Bill of Landing-Emulsified Asphalt	Yes	No	N/A		
Bill of Landing-Asphalt Binder	Yes	No	N/A		
Certified Ticket	Yes	No	N/A		
Small Quantity	Yes	No	N/A		
Field Note Record Date		Quantity on Field Note Record		Field Note Record Verified	
Is this project on a NHS Rate?		Yes	No		
If so, is the tester certification on file?		Yes	No		
Comments					
Acceptable		Deficiency as Needed			

Agency				Date	
Project Title				Federal Aid Project Number	
Reviewed By					
Bid Item			Material		
Lag Exception Noted	Yes	No		Plan Quantity	_____
ROM Maintained	Yes	No		Paid Quantity	_____
Conc. Pipe Acc. Report	Yes	No	N/A	RAM#	_____
Small Quantity	Yes	No		Codes	_____
Certified Ticket	Yes	No		Mix Design #	_____
WSDOT Inspected	Yes	No	N/A	Mill Test Report-Bulk PC	_____
Acceptance Test-Agg.	Yes	No		Approved Source-Pit #/Agg.	_____
Prelim. Sample-Agg.	Yes	No	N/A		
Cylinder	Yes	No	N/A		
Plant Certificate	Yes	No			
Qualified Products List	Yes	No	N/A		
Cert. of Material Origin	Yes	No	N/A		
Visual Inspection	Yes	No			
Field Note Record Date		Quantity on Field Note Record		Field Note Record Verified	
Is this project on a NHS Rate?	Yes	No			
If so, is the tester certification on file?	Yes	No			
Comments					
Acceptable		Deficiency as Needed			

# Mobilization

Agency _____	Date _____
Project Title _____	Federal Aid Project Number _____

## Standard Specification 1-09.7

Contract Bid Amount _____	Mobilization Bid Amount _____
5% of Contract Bid Amount _____	50% of Mobilization Bid Amount _____
10% of Contract Bid Amount _____	

Mobilization Paid on Estimate No. _____	Mobilization Paid That Estimate _____
Contract Items Paid That Estimate _____	
Contract Items Paid To Date _____	

Mobilization Paid on Estimate No. _____	Mobilization Paid That Estimate _____
Contract Items Paid That Estimate _____	
Contract Items Paid To Date _____	

Mobilization Paid on Estimate No. _____	Mobilization Paid That Estimate _____
Contract Items Paid That Estimate _____	
Contract Items Paid To Date _____	

Mobilization Paid After Substantial Completion \_\_\_\_\_

**Notes:**

1. When 5 percent of the total original contract amount is earned from other contract items, excluding amounts paid for materials on hand, 50 percent of the amount bid for mobilization, or 5 percent of the total original contract amount, whichever is the least, will be paid.
2. When 10 percent of the total original contract amount is earned from other contract items, excluding amounts paid for materials on hand, 100 percent of the amount bid for mobilization, or 10 percent of the total original contract amount, whichever is the least, will be paid.
3. When the substantial completion date has been established for the project, payment of any amount bid for mobilization in excess of 10 percent of the total original contract amount.

Acceptable Corrections Needed

