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|------------------|-----------------|------------|--------------------|
| Contract Number  | Contract Title  |            |                    |
| Review Date      | Contract Amount | Start Date | Reviewed By        |
| Project Engineer | % Complete      |            | Federal Aid Number |

| <b>Preconstruction Information (1-05.1)</b>  | <b>N/A</b> | <b>Yes</b> | <b>No</b> | <b>N/A</b>   | <b>Yes</b> | <b>No</b> |
|--|------------|------------|-----------|--|------------|-----------|
| Minutes or notes from preconstruction communications kept in project files                     |            |            |           | Fringe benefits paid   |            |           |
|  |            |            |           | Statement of Compliance is signed  |            |           |
| <b>Traffic Control Design Bid Build {2.22}</b>   |            |            |           | <b>Employee Interviews 1-07.9</b>  |            |           |
| Contractor has adopted TCP   |            |            |           | On file for the Prime Contractor   |            |           |
| Contractor has designated TCS  |            |            |           | On file for 10% of all subcontractors  |            |           |
| Traffic Control Plan Submitted   |            |            |           | <b>DBE On-Site Reviews (1-07.11(2)) [1-07.11(2)]</b>                               |            |           |
| Included in the Released for Construction Plans  |            |            |           |  |            |           |
| <b>Change Orders 1-04.4</b>  |            |            |           | Condition of Award DBE subcontractors on job                                       |            |           |
| Verbal approval received to begin Work before Change Order is executed                         |            |            |           | Reviews completed and submitted to OEO   |            |           |
| Change Order executed before Work starts   |            |            |           | <b>Training (1-07.11(2)) [1-07.11(2)]</b>  |            |           |
| Change Order is executed before payment is made  |            |            |           | Training program submitted for approval prior to start of Work                     |            |           |
| <b>Force Account 1-09.6</b>  |            |            |           | Training program is approved   |            |           |
| Labor list is provided, is current & is monitored  |            |            |           | Trainees submitted for approval  |            |           |
| Materials costs evidence by vendor invoices or contractor affidavits                           |            |            |           | "Good Faith Effort" documentation provided if non protected group used             |            |           |
| Daily FA sheet signed by Inspector & Contractor  |            |            |           | <b>Materials Documentation (Chapter 9) [1-06] (2.25)</b>                           |            |           |
| Subcontractor/service markups correctly applied  |            |            |           | Record of Materials is current   |            |           |
| <b>Subcontracting 1-08.1</b>   |            |            |           | Materials approved before use  |            |           |
| Requests to Sublet approved prior to starting Work   |            |            |           | Manufacturers Certifications received  |            |           |
| Required Federal Aid Provision Certification received prior to starting Work (if required)     |            |            |           | Acceptance sampling and testing frequencies reflect quantities used                |            |           |
| <b>Progress Schedule 1-08.3</b>  |            |            |           | Certificate of Materials Origin received (if required)                             |            |           |
| Preliminary progress schedule received   |            |            |           | <b>Inspector Daily Reports (10-3.4)</b>  |            |           |
| Provided as required by the Contract   |            |            |           | IDR's are maintained and are complete  |            |           |
| Approved by the Project Engineer   |            |            |           | <b>Project Ledger (10-4) - Design Bid Build</b>                                    |            |           |
| Schedule maintained with updates   |            |            |           | Each entry clearly references a Source Document                                    |            |           |
| Weekly Statement of Working Days complete  |            |            |           | Item Checks (Procedures)   |            |           |
| <b>State Wage Compliance - Statement of Intent to Pay Prevailing Wages 1-07.9(5)</b>           |            |            |           | Item Quantity Tickets  |            |           |
| On file for Prime Contractor and each subcontractor  |            |            |           | Scaleman Daily Report  |            |           |
| Received prior to first payment for each subcontractors Work                                   |            |            |           | Scale Certification  |            |           |
| <b>Federal Wage Compliance - Certified Payrolls for Prime and Each Subcontractor 1-07.9(5)</b> |            |            |           | Truck Measure  |            |           |
| First payrolls checked and initialed   |            |            |           | Delivery Tickets   |            |           |
| All other payrolls checked 10%   |            |            |           | Invoice on File for Payment  |            |           |
| <b>Check for the following items</b>   |            |            |           | Project Engineer Approval for Payment on File                                      |            |           |
| Contract #, Payroll #, Payroll period  |            |            |           | Cost Loaded Schedule Matches Payment   |            |           |
| Labor classifications are noted correct  |            |            |           | <b>Environmental Issues [1-07.15(1) &amp; 8-01.3(1)B] {2-8.4.2}</b>                |            |           |
| Minimum Prevailing Wages are met or exceeded   |            |            |           | Erosion and Sedimentation Control (ESC) Lead is identified                         |            |           |
| Overtime is shown separately   |            |            |           | ESC Lead certification valid for term of Contract                                  |            |           |
| Travel pay is shown separately   |            |            |           | Spill Prevention, Control, and Countermeasures Plan reviewed prior to construction |            |           |
| Proof of apprentice registration   |            |            |           | Temporary Water Pollution / Erosion Control Plan reviewed prior to construction    |            |           |
| No employee address or SSN shown   |            |            |           | Are Environmental As-Builts required   |            |           |
| <b>Remarks</b> (Use back for remarks)  |            |            |           |  |            |           |

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**Remarks**

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Remarks cont.

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