

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

Project Title: \_\_\_\_\_

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

Reviewers:

**LAG Ref.**

**13 Table of Organization and CA Agreement Review:**

Action	Approving Authority
Design Approval	_____
PS&E Approval	_____
Contract Award	_____

**Preliminary Engineering:**

14.62 Project Development Checklist - Recommended \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 24 NEPA Approval \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 43.1 Design Approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 44.1 PS&E Approved By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 44.22 Agency Supplied Materials Approved By: \_\_\_\_\_  
 44.22 Sole Source Items? Yes No  
 21.1 Changes in Scope, Limits, Character, Cost? Yes No  
 44.22 Tied Bids Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Advertising and Award:**

46.21 FHWA Construction Authorization Date: \_\_\_\_\_  
 46.24 Advertising Dates: \_\_\_\_\_  
 46.24 Three Week Advertising Period? Yes No  
 46.24 Affidavits of Publication in File? Yes No  
 46.25 Bid Opening Date: \_\_\_\_\_  
 46.27 Award Date: \_\_\_\_\_  
 46.26 Award to Lowest Bidder? Yes No  
 If Not, Explain: \_\_\_\_\_  
 46.28 Contract Execution Date: \_\_\_\_\_  
 46.28 Contract Award Amount: \_\_\_\_\_  
 46.3 Award Information Transmitted to WSDOT? Yes No  
 52 First Working Day: \_\_\_\_\_ No. of Working Days: \_\_\_\_\_  
 No. of Working Days Complete: \_\_\_\_\_  
 52.2 Preconstruction Conference Minutes Review:  
 Meeting held? Yes No  
 Meeting documented? Yes No

**44.1 Commitment File:**

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

**LAG Ref.**

**25 Right-of-Way**

	Right-of-Way Acquired	Yes	No
	Right-of-Way Acquisition Procedures Dated:		
	Listing of Right-of-Way Staff Current	Yes	No
25.11	Project Right-of-Way Certification Dated:	___/___/___	

**52 Administrative Settlements**

52.51	Were any claims settled by Administrative Settlement?	Yes	No
	Were claims submitted to Local Programs Engineer?	Yes	No
	Comments:	_____	

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52.1	Project Diaries and Inspector's Daily Reports signed, reviewed, and current?	Yes	No
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**52.4 Payrolls:**

	Wage Rates Included in Contract?	Yes	No
	Certified by Contractor?	Yes	No
	Checked and Initialed by Agency?	Yes	No

**27 EEO Compliance:**

27.32	PR-1391 on File and PR 1392 sent to Region Local Programs?	Yes	No
	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:	_____		

**26 DBE Compliance:**

26.2	DBE Goal Set: %		
26.2	DBE Condition of Award Amount: \$		
26.2	How Was DBE Certification Verified Prior to Award?	_____	
52.5	Change Orders Affects on DBEs:	Yes	No
52.5	Additional Work Provided to DBEs?	Yes	No
52.5	Any Changes to DBE Goals?	Yes	No
26.2	DBE goal changes approved by H&LP?	Yes	No
26.2	Quarterly Report of Amounts Credited as DBE Participation Sent to Region Local Programs Engineer?	Yes	No

**Contract Completion:**

52.81	Completion Date: _____		
52.81	Completion Letter to Contractor transmitted to Local Programs:	Yes	No
52.83	End of Project Materials Certification From Project Engineer to Approving Authority Date: _____		

**44 Traffic Control**

44.22e	TCP or K Plans in contract accepted by Contractor?	Yes	No	
44.22e	Detour included in contract?	Yes	No	
44.22e	If yes, agreements included in contract?	Yes	No	N/A

**31 Consultant Agreements**

	Agreement renewed prior to expiration date?	Yes	No
	Fee Type?	: _____	
	Advertisements on file?	Yes	No
	Selection Process on file?	Yes	No



**Prime and Subcontractor Information**

	Name	Amount	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
<b>Prime</b>										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
Total Amount Sublet \$			<b>NOTES:</b>							
% of Contract Sublet = (Maximum 70%)										















