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Originating Organization Highways and Local Programs, Engineering Services	

Remarks and Instructions

The complete manual, revision packages, and individual chapters can be accessed at www.wsdot.wa.gov/publications/manuals/m36-63.htm.

Please contact Stacie Kelsey at 360-705-7383 with comments, questions, or suggestions for improvement to the manual.

For updating printed manuals, page numbers indicating portions of the manual that are to be removed and replaced are shown below.

Chapter	Remove Pages	Insert Pages
Title Page	i – ii	i – ii
Chapter 52 Local Administered Projects	52-9 – 52-10	52-9 – 52-10

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Approved By Dave Mounts	Signature /s/
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**Washington State
Department of Transportation**

Local Agency Guidelines

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Highways and Local Programs
Engineering Services

Americans with Disabilities Act (ADA) Information

Materials can be made available in an alternate format by emailing the WSDOT Diversity/ADA Compliance Team at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA (4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

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- a. **Final Estimate (Approving Authority File)** – When the contractor has a claim pending against the Local Agency and wants to receive a final estimate, a claim must be submitted in writing, detailing the specific items and amounts. When a claim is submitted, immediately contact the Region Local Programs Engineer so that FHWA can be informed of the claim’s details at an early stage. See *Standard Specifications* Section 1-09.12(2).
- b. **Comparison of Preliminary and Final Quantities (Approving Authority File)** – This is a listing of items that show the preliminary and final quantities.
- c. **Certified Final Bill for Utility Agreement, if applicable, to Region Local Programs Engineer.**
- d. **Final Records (Approving Authority File)** – The Local Agency Project Engineer must document the work performed on the contract. Documentation consists of field books, inspector’s record of field tests, Project Engineer’s and inspector’s diaries, all invoices, weigh bills, truck measurements, quantity tickets, receiving reports, field office ledgers, mass diagrams, cross-sections, computer listings, and work profiles. Photographs or video tapes before, during, and after construction could be useful, especially if care is taken to show any unusual conditions, equipment, or procedures.

Final records shall be retained by the Local Agency for at least three years following acceptance of the project by H&LP. The Local Agency will receive the administrative review letter showing the starting and ending date of the three-year retention period from the Director of Highways and Local Programs Division (OMB Circular A-133).

- e. **Record of Material Samples and Tests.**
- f. **Materials Certification (Appendix 52.104)** – The intent of the materials certification is to assure that the quality of all materials incorporated into the project are in conformance with the plans and specifications, and thus ensure a service life equivalent to the design life.
 1. This materials certification shall be completed in accordance with *Construction Manual* Section 9-1.5 or Section 52.3 of this manual and is submitted along with the completion letter to the Region Local Programs Engineer.
- g. **Affidavit of Wages Paid** – Upon completion of a contract, the prime contractor and every subcontractor or agent shall submit Form LI-700-7, Affidavit of Wages Paid, to L&I for certification of the wage rates paid on the project. Each affidavit must be accompanied by the filing fee established by L&I.

An L&I certified copy of Form LI-700-7 from the prime contractor, and every subcontractor or agent, must be on file with the Local Agency before the retained sum will be released.

- h. Release for the Protection of Property Owner and General Contractor. Form LI-263-83, is no longer furnished by L&I. The new process requires the agency to use the Labor and Industries website at <https://fortress.wa.gov/lni/crpsi/> to verify that the prime contractor and all subs on the project have paid the required industrial insurance and medical-aid premiums. The UBI number for each contractor and sub is required to access the verification. The printed verification statements must be on file with the Local Agency before the retained percentage can be released.
- i. DOT Form 422-102 EF, Quarterly Report of Amounts Credited as DBE Participation, shall be submitted by the contractor to the Local Agency on all projects that contain DBE goals. This form should also be submitted when a qualified DBE contractor or subcontractor is employed on a project, regardless of whether that DBE is a condition of award or not. This form is submitted on a quarterly basis in January, April, July, and October. See Chapter 26.

.84 Project Acceptance – The approving authority’s approval of the final estimate will be considered as the Local Agency’s acceptance of the project.

52.9 Projects Within Interstate Rights of Way

All construction, materials, and quality control requirements contained in the current editions of the *Standard Specifications* and *Construction Manual* must be incorporated into the contract. (See Chapter 14.4 for complete guidance on work within the Interstate Rights of Way.)

52.10 Appendices

- 52.101 Preconstruction Conference Agenda – Example
- 52.102 Preconstruction Conference Minutes – Example
- 52.103 Letter Requesting WSDOT Project, Inspection, and Acceptance – Example
- 52.104 Materials Certification – Example
- 52.105 Timeline for Construction Contracts
- 52.106 Weekly Statement of Working Days
- 52.107 Change Order
- 52.108 Exceptions to the WSDOT *Construction Manual*

52.11 Forms

See *Construction Manual* Chapter 11

FHWA Form WH-347