

Appendix 13-2

Certification Acceptance Interview

Agency: _____

Date: _____

Interview Conducted By:

Agency Representatives:

Table of Organization:(Get copy from agency and review duties, requirements, and personnel currently filling.)

Position Responsible for the Following Functions

Six-Year Transportation Improvement Program: _____

Selection of Annual Program: _____

Location/Design Approval: _____

PS&E Approval: _____

Tied Bids: _____

Approval of Materials Sources: _____

Construction Administration: _____

Construction Inspection: _____

Acceptance Sampling/Test: _____

Independent Assurance Sampling/Test: _____

Change Orders: _____

Project Files: _____

OEO Interviews/Monitoring: _____

Training Goal Attainment: _____

DBE Compliance/Monitoring: _____

Consultants

For what areas does the agency expect to use consultants?

Environmental

Right-of-Way Relocation

Design

Construction Administration

PS&E Preparation

Consturction Inspection

Right-of-Way Appraisal

Surveying

Right-if-Way Negotiation

Sampling and Testing

Does local agency have written procedures for the selection of consultants? Yes No

Comments:

If consultants are used, how will agency monitor and control the consultant's work?

Remind agency that they will be in control of the consultant's work and that EEO, DBE, and training should be done by agency.

How will agency handle inspection of several phases of project at same time (e.g., dirt work, electrical, paving, structure)?

How will agency respond if project engineer and/or inspector are unable to be on job site due to illness, etc? Who will handle control of project if needed person cannot be there?

How does agency manage traffic control?

Are there written procedures for preconstruction conferences?

Does Agency Have These Necessary Manuals

- | | | |
|---|------------------------------|-----------------------------|
| Local Agency Guidelines | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| AASHTO - Policy on Geometric Design of Highways and Streets | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WSDOT Construction Manual | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WSDOT/APWA Standard Specifications | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| APWA Amendments | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WSDOT Amendments and Standard Specifications | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Standard Item Table | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| MUTCD | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WSDOT Design Manual | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WSDOT Standard Plans for Road and Bridge Construction | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WSDOT Utility Manual | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| WSDOT Right-of-Way Manual (2 volumes) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| SWIBS Manual | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Hydraulics Manual | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Upcoming Federal Aid Projects

Scheduled to Begin

Summary

Action to be taken by agency in following areas:

Comments From Reviewers

Recommendation of Review

- Full administration by agency of all projects
- Administration by agency on a project-by-project basis
- Administration by agency for projects up to \$ _____
- Deny approval for certification acceptance
- Remove from certification acceptance status

Concurrence by Assistant Secretary for Highways and Local Programs

Assistant Secretary for Highways and Local Programs

Date