

# CERTIFIED LOCAL AGENCY CONSTRUCTION & CONTRACT ADMINISTRATION CHECKLIST

## PROJECT INFORMATION:

Key number: \_\_\_\_\_ ODOT Region: \_\_\_\_\_ Local Agency: \_\_\_\_\_

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

*(Project title on plan cover sheet MUST MATCH the title used within the special provisions)*

Contract #: \_\_\_\_\_

Federal Aid #: \_\_\_\_\_ Supplemental Project Agreement # \_\_\_\_\_

## Local Agency Information:

<b>Project Manager Name &amp; Title:</b>  
<b>Construction &amp; Contract Admin Sufficiency Reviewer Name &amp; Title:</b>  

## CONSTRUCTION & CONTRACT ADMINISTRATION CHECKLIST SIGNATURES

Construction & Contract Admin  
Submitted by: \_\_\_\_\_  
(Local Agency Project Manager)                      Date \_\_\_\_\_                      Phone \_\_\_\_\_

Construction & Contract Admin  
Reviewed by: \_\_\_\_\_  
(Local Agency Reviewer/)                      Date \_\_\_\_\_                      Phone \_\_\_\_\_

Received by: \_\_\_\_\_  
(ODOT LAL)                      Date \_\_\_\_\_                      Phone \_\_\_\_\_

Received by: \_\_\_\_\_  
(ODOT Local Government Section)                      Date \_\_\_\_\_                      Phone \_\_\_\_\_

Copy to: \_\_\_\_\_  
(ODOT RAS)

**CONSTRUCTION and CONTRACT ADMINISTRATION CHECKLIST**

Reference	Section A - PRE-CONSTRUCTION	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">LAG Section C Chap. 16</a>	a. Check which manuals will be used on this project: <input type="checkbox"/> ODOT Construction Manual <input type="checkbox"/> ODOT Manual of Field Test Procedures <input type="checkbox"/> Local Agency Construction Manual <input type="checkbox"/> Local Agency Materials Testing Guidance	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Local Agency manual and guidance approved by ODOT? _____  Latest revision date of Local Agency manual and guidance? _____
<a href="#">LAG Section C Chap. 16</a>	b. Was a pre-construction conference held? Date: _____	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section C Chap. 16</a>	c. Did the Contractor submit required items to the local agency, prior to the Pre-Construction Conference?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For CLA's using the ODOT's Construction Manual, it includes <input type="checkbox"/> 1. Project Work Schedule (10 CD prior) <input type="checkbox"/> 2. Erosion & Sediment Control Plan (10 CD prior) <input type="checkbox"/> 3. Pollution Control Plan (5 CD prior) <input type="checkbox"/> 4. Traffic Control Plan (5 CD prior) <input type="checkbox"/> 5. Steel Escalation Participation Notice (7 CD prior)  CD = Calendar Days. Items shown apply for a local agency using ODOT Construction Manual and specs. Items for a local agency using its own ODOT approved specs/process will be per local agency requirements.
<a href="#">LAG Section C Chap. 16</a>	d. Were the following items submitted/reviewed at the Preconstruction Conference? <input type="checkbox"/> Safety Questionnaire <input type="checkbox"/> Lump Sum Breakdown (for all LS Bid Items) <input type="checkbox"/> Training Program <input type="checkbox"/> DBE Workplan Proposals <input type="checkbox"/> List of all Material Sources	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Items shown apply for a local agency using ODOT Construction Manual and specs. Items for a local agency using its own ODOT approved specs/process will be per local agency requirements.
<a href="#">LAG Section C Chap. 16</a>	e. Was the ODOT LAL notified of the Preconstruction Conference?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<a href="#">LAG Section C Chap. 16</a>	f. Did LAL attend the Preconstruction Conference?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section C Chap. 16</a>	g. Was the ODOT Office of Civil Rights notified of the Preconstruction Conference?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section C Chap. 16</a>	h. Did an Office of Civil Rights staff attend the Preconstruction Conference?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section C Chap. 16</a>	i. Were ODOT Environmental staff notified of the Preconstruction Conference?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section C Chap. 16</a>	j. Did an ODOT Environmental staff person attend the Preconstruction Conference?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	<b>Section B - LABOR COMPLIANCE</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">Labor Compliance Program</a>	a. Were the requirements of ODOT's Labor Compliance Program adhered to? Check those that apply: <ul style="list-style-type: none"> <li><input type="checkbox"/> Certified Payrolls reviewed for compliance</li> <li><input type="checkbox"/> Employee Wage Interviews conducted as required</li> <li><input type="checkbox"/> CUF Reports completed for all DBE Subcontractors</li> <li><input type="checkbox"/> Owner-Operators "spot-checked" for eligibility</li> </ul>	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	<b>Section C - PROGRESS PAYMENT TRACKING</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">LAG Section C Chap. 16</a>	a. Did local agency prepare monthly progress payments that were signed & dated by the authorized signatory?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section C Chap. 16</a>	b. Was any work deemed non-participatory and/or non-reimbursable?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Reference	<b>Section D - SUBCONTRACTING</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">ODOT Construction Manual Chap. 14</a>	a. Were subcontracts received for all work not performed by the prime Contractor?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">ODOT Construction Manual Chap. 14</a>	b. Were all submitted subcontracts reviewed to ensure the following: <input type="checkbox"/> Subcontractor held the appropriate license or certification applicable to the type of work being performed. <input type="checkbox"/> Subcontractor was not on the CCB disqualified list, FHWA excluded parties list, or other such list. <input type="checkbox"/> Subcontractor filed a Public Works Bond with the CCB, unless exempt, prior to beginning work. <input type="checkbox"/> Subcontract includes the required state-mandated statements regarding prompt payment, interest, right to file a complaint with the CCB, hourly rate of wage and lower-tier uses. <input type="checkbox"/> Subcontract includes form FHWA-1273 (for all federal-aid contracts).	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	<b>Section E - CONTRACT CHANGES</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">Master Certification Agreement</a>	a. Were copies of all change orders sent to LAL by CLA?	On File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This is required for test projects.
<a href="#">Master Certification Agreement</a>	b. Were all change orders requiring ODOT approval, per the Master Certification Agreement, appropriately approved by ODOT? Date(s) of approval:	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAG manual references Authority Approval Matrix (Section A, Chapter 2 Appendix) for FHWA and ODOT approval responsibilities.
<a href="#">Master Certification Agreement</a>	c. Were all change orders requiring FHWA approval, appropriately approved? Date(s) of approval:	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LAG manual references Authority Approval Matrix (Section A, Chapter 2 Appendix) for FHWA and ODOT approval responsibilities.
<a href="#">LAG C-16 ODOT Construction Manual Chap. 12G</a>	d. Were all force orders adequately justified and procedures properly followed?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Manual reference applies to localagencies using ODOT's construction Manual.

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<a href="#">LAG C-16</a> <a href="#">ODOT</a> <a href="#">Construction</a> <a href="#">Manual</a> <a href="#">Chap. 12G</a>	e. Was any force account work adequately justified and procedures properly followed?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Construction Manual reference applies to local agencies using ODOT's construction Manual.
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Reference	<b>Section F - TERMINATION OF CONTRACT</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">23 CFR</a> <a href="#">635.125</a>	a. Were termination provisions and basis for settlement in contract?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">23 CFR</a> <a href="#">635.125</a> <a href="#">OR Std.</a> <a href="#">Spec</a> <a href="#">180.90</a>	b. Was terminated contract awarded to new contractor?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">23 CFR</a> <a href="#">635.125</a> <a href="#">OR</a> <a href="#">Std. Spec</a> <a href="#">180.90</a>	c. Were Administrative Settlement Costs awarded?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	<b>Section G - INSPECTIONS/REPORTING</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">LAG</a> <a href="#">Section C</a> <a href="#">Chap. 16</a>	a. Were ODOT certified inspectors used?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG</a> <a href="#">Quarterly</a> <a href="#">Report Form</a> <a href="#">LAG</a> <a href="#">Section C</a> <a href="#">Chap. 16,</a> <a href="#">Sect D-12</a>	b. Were Certified Agency Quarterly Report Forms submitted to the LAL with cc's to the ODOT Construction Office, Construction Contract Services Coordinator? Date(s) submitted:	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify each date the Quarterly Report Form was sent.
<a href="#">LAG</a> <a href="#">Section C</a> <a href="#">Chap. 17,</a> <a href="#">Sect 4-d</a>	c. Were required ODOT Region Assurance Specialist (RAS) reviews completed? Date(s) completed:	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review requirements vary for testand fully certified projects.

Reference	Section H - ENVIRONMENTAL COMPLIANCE	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">LAG Section C Chap. 16</a>	a. Were environmental permits required in Part I, PS&E Checklist, Section I-C and Prospectus Part 3 obtained? <i>List permits obtained:</i>	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section B Chapter 5</a>	b. Were long-term environmental impacts and commitments, identified and made by the local agency, met? <i>Note: See LAG Manual Section B, Chapter 5, Section O.</i>	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section B Chapter 5</a>  <a href="#">LAG Section C Chap. 17</a>	c. Check the following environmental construction impacts as applicable to this project: <ul style="list-style-type: none"> <li><input type="checkbox"/> Erosion control monitoring</li> <li><input type="checkbox"/> Dewatering</li> <li><input type="checkbox"/> Wetland mitigation</li> <li><input type="checkbox"/> Post-construction monitoring</li> <li><input type="checkbox"/> Other mitigation measures (list here)</li> </ul> Were checked environmental impacts appropriately addressed?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	<b>Section I - MATERIALS TESTING, QA/QC/IA (Independent Assurance)</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">LAG Section C Chap. 16</a>	a. Was the local agency’s ODOT approved Materials Quality Plan followed?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Section C Chap. 16</a>	b. Were materials certified that the quality of all materials incorporated into the project conform to the plans and specifications.	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Approval Authority Matrix</a>	c. Were any waivers to Buy America requirements approved by FHWA? <i>Date of approval:</i>	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">LAG Approval Authority Matrix</a>	d. Were any contractor disputes or claims reviewed and processed by ODOT pursuant to the Approval Authority Matrix?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	<b>Section J - FINAL CLOSEOUT</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">LAG Section C Chap. 17</a>	a. Was final inspection requested within 15 days after on-site work was completed?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Master Certification Agreement</a>	b. Was final billing submitted by the local agency to ODOT within 3 months of project completion?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">ODOT Const. Manual &amp; LAG Section C Chap. 17</a>	c. Were Final Records prepared, documented and include (as appropriate): Refer to the Semi-Final Documentation Checklist <a href="#">734-2706</a> – if using ODOT Construction Manual.	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If local agency is using own approved manual(s)then local checklists will apply.

Reference	<b>Section K - FEDERAL COMPLIANCE</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">LAG Section C Chap. 16 Form 1273</a>	a. Was project compliance, for prime and all sub-contractors, with all Federal Contract Provisions monitored and ensured? e.g. <a href="#">Form 1273</a> , wage rates, Buy America, etc.	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reference	<b>Section L - CONSTRUCTION MILESTONES</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">LAG Section C Chap. 17</a>	a. Was First Notification or local agency equivalent, recording the date on-site work begins, provided by the local agency to the LAL? <i>Date of First Notification:</i>	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide local agency equivalent construction milestone language if different from ODOT
<a href="#">LAG Section C Chap. 17</a>	b. Was Second Notification or local agency equivalent, recording the end of on-site work and construction time, for each completion date provided by the local agency to the LAL? <i>Date of Second Notification:</i>	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide local agency equivalent construction milestone language if different from ODOT
<a href="#">LAG Section C Chap. 17</a>	c. Was Third Notification or local agency equivalent, recording the notice of project completion to the contractor, provided by the local agency to the LAL? <i>Date of Third Notification::</i>	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide local agency equivalent construction milestone language if different from ODOT

Reference	<b>Section M - PROPER RECORDS RETENTION</b>	Format	Completed?			Notes
			YES	NO	N/A	
<a href="#">23 CFR 635.126 &amp; LAG Section C Chap. 17</a>	a. Were local agency's approved procedures for project documentation and long term retention of project documentation used?	On file	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide local agency retention year minimums. ODOT's retention schedule is 20 years for project documentation.