

**Project Information**

1. Project Name:		2. Agency Project Number:		3. Key Number:					
4. Certified Local Public Agency:		5. County work performed in:		6. Federal Aid Number:					
7. Work Type (Bridge/Grading/Paving/Utility/Misc.):				8. ODOT Expenditure Acct(Con No):					
9. Contract Award Date:		10. Orig Anticipated Completion Date:		11. Calendar Quarter:		1	2	3	4
		10A. Revised Anticipated Completion Date:				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. ODOT Local Agency Liaison:			13. Certified Local Public Agency Project Manager:						
14. Prime Contractor's Name, Address, City, State, Zip:									

**Milestone Information**

15. Date Work Stated (1 <sup>st</sup> Note):		16. Date Contract Work Completed (2 <sup>nd</sup> Note):		17. Date All Work Was Accepted (3 <sup>rd</sup> Note):					
18. Date Quality/Quantity Documents Were Accepted:				19. Date Labor Was Accepted:					

**Overall Construction Phase Financial Information**

20. Original Authorization Amount: \$		21. Current/Final Authorized Amount: \$		22. Overall Performed to Date: \$					
23. Anticipated Item Amount: \$				24. Work Performed by Public Force Amount: \$					

**Construction Contractor Financial Information**

25. Contract Award Amount: \$		26. Current/Final Authorized Contract Amount: \$		27. Contractor Paid to Date: \$			
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**Construction Engineering Financial Information**

28. Original Engineering Amount: \$		29. Current/Final Authorized Engineering Amount: \$		30. Engineering charges to Date: \$			
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**Additional Information**

31. Total of ODOT Construction Engineering Charges to Date:  
#30 should be the total of Construction Engineering Charges (paid/unpaid): *Local Agency + Consultant + ODOT = Total* Enter Total in Box #30.

32. Final Payment Date to the Contractor:

33. Comments:

**Certified Local Public Agency**

32. Prepared by (please print name):		33. Date:			
34. Signature:		35. Phone Number:			

Quarterly Reporting begins following Notice to Proceed. Quarterly Report will be emailed to LPA after the quarter end and the completed report is due on the 20<sup>th</sup> of the month. Send report to the Certification Program Office @ [ODOTCertification@odot.state.or.us](mailto:ODOTCertification@odot.state.or.us), cc: your LAL.

**CERTIFIED PUBLIC AGENCY QUARTERLY REPORT  
INSTRUCTIONS FOR FORM**

**This form is for Construction Phase Reporting only.** Do not include information associated with Preliminary Engineering, Right of Way, Environmental Clearance, or Utility Clearance. This form must be prepared by the Certified Public Agency's Project Manager on a quarterly basis and submitted to ODOT Certification Program Manager at the following email address:

[ODOTcertification@odot.state.or.us](mailto:ODOTcertification@odot.state.or.us)

The numbers below correspond to the numbers found on the Certified Public Agency Quarterly Report (Form No. 734-2590):

1. **Enter the "Project Name (Section)" assigned to the Project in ODOT's Project Control System.** The Project Name will also be listed in the Intergovernmental Agreement (IGA). Also list the Alternate Project Name, if applicable.
2. **Enter the "Agency Project Number."** This is the Contract number assigned by the Local Agency.
3. **Enter the "Key Number"** This is a number assigned by ODOT that is used to identify the Project. The Key Number is available from the ODOT's Local Agency Liaison (LAL).
4. **Enter the "Local Agency (City, County or Other)".** The Local Public Agency (CLPA) (Certified or under Test Certification) that is responsible for the Project.
5. **Enter the name of the "County" where the Project work is being performed.**
6. **Enter the "Federal Aid No."** This is assigned to the Project and FHWA recognizes it as specifically assigned to that Project. Contact ODOT's LAL for this number.
7. **Enter the "Work Type".** Describe what type of Project or scope of work is to be performed (i.e., bridge, grading, paving, utilities, modernization, preservation, etc.) Contact the ODOT's LAL for more information.
8. **Enter the "ODOT Expenditure Account" also known as the Con No.** This account is used to pay for Construction Engineering during the construction phase of a Project. The Region Assurance Specialist (RAS), Labor Compliance Officer or ODOT LAL will charge to this account when conducting reviews or working specifically on the Project. Contact ODOT's LAL for this number. This will be noted in a format such as "CONXXXXX".
9. **Enter the "Contract Award Date".** Date when the notice of Contract Award letter was sent to the successful bidder on the Project.
10. **Enter the "Original Anticipated Completion Date" of the project.** Date in the Original Contract when all bid items need to be completed.
- 10A. **Enter "Revised Anticipated Completion Date" of the project.** If the Original Anticipated Completion Date changes please enter the new Completion Date in this space. Include additional information under "Additional Remarks" section in (32. Comments:).
11. **Select "Calendar Quarter" from quarter checkbox.** Quarterly Report is based on a January 1<sup>st</sup> Calendar year. **Quarter 1** will be January 1 to March 31. **Quarter 2** will be April 1 to June 30, **Quarter 3**, July 01 to September 30 and **Quarter 4** is October 01 to December 31. days following the quarter end.

12. **Enter the name of the “ODOT Local Agency Liaison (LAL)”**. This is the individual within ODOT that is the main contact for the Local Agency.
13. **Enter the name of the “Certified Agency Project Manager”**. This is the individual who is responsible for the Project, and is the main Certified Local Public Agency contact for the Project.
14. **Enter the “Prime Contractor’s Name and Address”**. performing at least 30% of the work on the Project.
15. **Enter the “Date Work Started” on the Project**. This date can be the First Notification Date or Notice to Proceed. First Notification is defined as the date that the Contractor or any subcontractor begins the erection of a plant, the development of sources of aggregate, or the performance of a construction operation called for by the Contract. In some instances, Local Public Agency’s use the date the Notice to Proceed was issued to the Contractor; Contract Time begins at this date.
16. **Enter the “Date Contract Work Completed” on the Project**. This date can be the Second Notification Date or Substantial Completion Notice issued on the Project. Second Notification is defined as the date that all required construction work, including Change Order work and Extra Work, has been satisfactorily completed and is the date that Contract Time charges stop. Contract Time can only be modified by a Contract Change Order. Refer to Section 13 of [ODOT’s Construction Manual](#) for more detailed information. In some instances, Local Agencies use the date “Substantial Completion Notice” is issued to the Contractor.
17. **Enter the “Date All Work was Accepted”**. This date can be when Third Notification is sent to the Contractor. Third Notification is defined as the date that the Contractor has completed all work including cleanup and punch list items, removal of equipment and material, and submittal of all required documentation (e.g. Quality, Labor etc.) In some instances, Local Public Agency’s use the “Certificate of Completion” date issued to the Contractor.
18. **Enter the “Date Quality/Quantity Documents Were Accepted”**. This is the date that the final quality and quantity documentation was reviewed and found complete.
19. **Enter the “Date Labor Was Accepted”**. The Local Public Agency should enter the date ODOT’s Office of Civil Rights has accepted the Labor Documentation and no outstanding issues remain.
20. **Enter the “Original Authorized Amount” for Construction Phase of the Project**. This is the amount that FHWA Authorized for the entire Construction Phase of the Project. This includes the cost of the Contractor’s bid, the Construction Engineering amount, Contingencies and any Anticipated Items.
21. **Enter the “Current/Final Authorization Amount” for the Construction Phase of the Project**. This is either the same as the Original Authorization Amount or a new approved amount authorized for the entire Construction Phase of the Project following a Request for Increase in Construction Authorization or the final amount. This includes the approved modified cost of the Contractor’s work plus the Construction Engineering amount, Contingencies and Anticipated Items.
22. **Enter the “Overall Performed to Date”**. This item includes all payments made to date for the Contract. Would include all Contractor and Construction Engineering payments made.
23. **Enter the “Anticipated Items Amount”**. This item describes known amounts that may be expenditures for the entire Construction Phase of the Project, but not biddable by the Contractor. Expenditures can be anticipated items that are approved and budgeted prior to the contract advisement and bid. These amounts paid to the Contractor as part of the Contract, such as HMAC bonuses, or Fuel, Steel or Asphalt Escalation These expenditures can also be items that are part of the Project, but not part of the Contract with the Contractor such as, Utility Work, Archeology Monitoring, Environmental Monitoring, or Railroad Flagging.
24. **Enter the “Work Performed by Public Forces Amount”**. This is work not performed by the Contractor or part of

the Contract. If approved, work performed by public forces is work performed or materials supplied by a Utility Company, Railroad or work actually performed by the City or County's own forces. In some cases, this can also be items like Archeology, Environmental Studies, or Railroad Flagging. This amount also is part of the total Construction Authorization amount. Often this work is identified as an Anticipated Item.

25. **Enter the "Contract Award Amount"**. This is the amount the Contractor bid on Project.
26. **Enter the "Current/Final Contract Amount"**. This is the same as Contract Award Amount or the amount the Contractor bid on the Project plus any Change Orders (Contract Change Orders or Extra Work Orders) and Adjustments.
27. **Enter the "Contractor Paid To Date"**. This is the total payments made to date to the Contractor. On the final report this should be the total of all payments made to the contractor including final payment, which will include retainage. Add any additional comments in the "Additional Information" section.
28. **Enter the "Original Engineering Amount"**. This is the original Construction Engineering authorization amount for the Construction Phase of the Project. This should include ODOT's portion of the Construction Engineering. This may also include specialty consultants, material testing firms, construction surveying and staking (if not part of the Contract with the Contractor) for the Construction Phase of the project. This does not include any Preliminary Engineering, Design Engineering, Right of Way or Environmental Engineering completed prior to Notice to Proceed.
29. **Enter the "Current/Final Authorized Engineering Amount"**. This is either the same as the Original Authorization Amount or the revised amount.
30. **Enter the "Construction Engineering Charges to Date"**. Total in this box should be accumulated Construction Engineering charges paid/unpaid for Local Agency + Consultant + ODOT = Total (ODOT charges provided in box #31).
31. **ODOT Construction Engineering Charges to Date**: Accumulated charges will be provided by ODOT on the Quarterly Report. Total in box #30
32. **Final Payment Date to the Contractor**: This is the date Final Payment is made to the Contractor. Leave blank until Final Payment has actually been paid.
33. **Enter any "Comments"**. This could be information that ODOT might be interested in regarding the Project status. For instance, the Local Agency can state whether the Project is delayed, reason for changes to the Contract Completion Date, if Liquidated Damages have been assessed, there is a Termination of Contract, any Change Orders (Contract Change Orders, Extra Work Orders, Force Orders / Work completed by Public Forces), any Claims and whether or not this is the final quarterly report.
34. **Enter the information in "Certified Public Agency"**. This is who prepared the form.
35. **Enter the "Date Prepared"**. This is the date the form was prepared.
36. **Enter the "Prepared by Signature"**. This is the signature of the individual preparing the form.
37. **Enter the "Phone Number"**. This is the phone number of the person who prepared the form.