

**Final CM/GC Early Work Amendment (EWA) and Guaranteed Maximum Price (GMP)
Amendment and 100% Design Submittal QA Checklist**

Project Name: _____ **Key No.** _____

STATEMENT OF FUNDING SUFFICIENCY:

Sufficient eligible funding is committed and increase in authorization is approved to cover the cost of the amendment.

_____ Date: _____
 ODOT Area Manager/Funding and Program Manager

STATEMENT OF TECHNICAL SUFFICIENCY:

Region technical reviews have been conducted that are appropriate to the level of risk and complexity inherent in the amendment.

_____ Date: _____
 ODOT Region Technical Center Manager

Section 1: Amendment-Specific Fill-in Information & Attachments		Completed			Location in Amendment
		Yes	No	NA	
a.	Amendment-Specific Information				
(1)	For EWAs - EWA No.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Top of amendment
	Project Name: Contract Number: Highway: Key Number:	<input type="checkbox"/>	<input type="checkbox"/>		Top of amendment
	Date of Original Contract:	<input type="checkbox"/>	<input type="checkbox"/>		Top of amendment
(2)	Project Specific Scope of Work	<input type="checkbox"/>	<input type="checkbox"/>		Section 1. Third paragraph
(3)	Estimated Cost of the Work (ECOW) Breakdown	<input type="checkbox"/>	<input type="checkbox"/>		Section 2
(4)	Pre-const. Phase Services NTE Breakdown (Including hourly and travel)	<input type="checkbox"/>	<input type="checkbox"/>		Section 4
(5)	Completion Date(s) for this Amendment (Amendment-specific edits for contract time, interim completion dates, and final completion dates)	<input type="checkbox"/>	<input type="checkbox"/>		Section 5.b.
(6)	Liquidated Damages for Contract Time (Amendment-specific LD values edits for contract time and percentage value of all work to be done for contract time)	<input type="checkbox"/>	<input type="checkbox"/>		Section 5.c.
(7)	Assigned DBE Contract Goal	<input type="checkbox"/>	<input type="checkbox"/>		Section 10.(c)
(8)	Indian Employment Goals and Compliance Fees, if applicable (Separate line item for reimbursable not subject to the CM/GC fee)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Section 10.(e)

b.	Amendment Attachments (Supporting Documents)	Completed			Located in Amendment - Submittal Package
		Yes	No	NA	
(1)	Attachment A - Specifications, including: <ul style="list-style-type: none"> • POR Certifications with all required Special Provisions sections stamped. 	<input type="checkbox"/>	<input type="checkbox"/>		1. PDF copy of Specifications with digitally signed certifications 2. MS Word copy of specifications with track changes
(2)	Attachment B - Plans (The following bulleted list is not necessarily inclusive of all required plans) <ul style="list-style-type: none"> • Final Traffic Signal Plans signed by State Traffic Signal Engineer • Final Roadway Plans signed by the Structure Designer as required • Final Bridge Plans signed by Bridge Engineer of Record <ul style="list-style-type: none"> ○ BDS number in title block ○ Bridge Checker signed structural calculations they prepared Digital Signatures shall meet OSBEELS requirements: <ul style="list-style-type: none"> • Contract Plans Manual 4.3 • Digital Signature Requirements for Project Engineers of Record • TSB11-02D 	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy of digitally signed plans
(3)	Attachment C - Additional Insurance Requirements	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy
(4)	Attachment D - Prevailing Wage Rates for Construction Phase Services	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy
(5)	Attachment E - Cost Breakdown for the Maximum Early Work Price (per CM/GC Contract Article 6)	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy
(6)	Attachment F - Contingency Breakdown (Per CM/GC Contract Article 6.6.6)	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy
(7)	Attachment G - Clarifications and Assumptions (submitted by the CM/GC)	<input type="checkbox"/>	<input type="checkbox"/>		PDF copy
(8)	Attachment H - (Check NA if not used)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy

Section 2: Amendment Supporting Documentation		Completed			Located in Amendment - Submittal Package
		Yes	No	NA	
a.	Completed Environmental Documentation. <ul style="list-style-type: none"> If project is NEPA Class 1 or Class 3, is EA or EIS complete? If project is Class 2, submit CE Closeout, PCE Approval or No Ground Disturbance document. If the completed environmental documentation was included in a previous amendment submittal, it may not be required again unless the documentation was rescinded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of signed ROD, FONSI, CE Closeout, PCE Approval, or No Ground Disturbance forms. Previously submitted on date
b.	Signed Special Provision Integrity Certification for CM/GC Projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of signed Integrity Certification
c.	Office of Civil Rights goals/targets/fees in the amendment <ul style="list-style-type: none"> OCR approval of the amendment DBE Goals Contractor's Form 2 (Committed DBE Breakdown and Certification Form #734-2531) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of OCR email containing all applicable goals/targets/fees and approving Form 2. Must be valid within 90 days of CM/GC amendment execution.
	<ul style="list-style-type: none"> TERO (If a fee is being paid through the amendment as a reimbursable) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d.	Amendment Cost Estimate				
	<ul style="list-style-type: none"> ICE Estimate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy
	<ul style="list-style-type: none"> Designer Cost Estimate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy
	<ul style="list-style-type: none"> (AASHTOWare) AWProject Estimation file snapshot (NA at this time) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy
	<ul style="list-style-type: none"> CM/GC Provided Final Estimate (HCSS) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HCSS export file(s) and PDF Copy
	<ul style="list-style-type: none"> Blind ICE Estimate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy
	<ul style="list-style-type: none"> Payment and Performance Bonds Line Item Costs 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy
	<ul style="list-style-type: none"> Insurance Line Item Costs 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy
	<ul style="list-style-type: none"> FHWA Review and Concurrence with Cost Estimate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of concurrence
e.	Fuel Escalation Worksheet Steel Escalation Participation Election Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy PDF copy

Section 2 Continued: Amendment Supporting Documentation		Completed			Located in Amendment - Submittal Package
		Yes	No	NA	
f.	Insurance Risk Assessment. <i>This should be completed by ODOT TPM or RE-CP on-line for each amendment, to assess whether additional insurance requirements are necessary:</i> http://transnet.odot.state.or.us/cs/opo/Pages/Risk.aspx . Consultants can complete the Insurance Risk Assessment at: https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of program output. Attached Risk Coordinator email concurrence (when applicable).
g.	Contractor Payment and Performance Bonds (Verified by OPO that amounts and documentation is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of each bond
h.	Right-of-Way (ROW) Certification signed by the Region ROW Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of signed ROW Certification
i.	Utility Certification Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of signed Utility Certification
j.	FHWA Approved Buy America waiver (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of waiver
k.	Signed Project Mobility Considerations Checklist (with MCTD supporting emails attached)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of signed Mobility Checklist and MCTD supporting emails
l.	Updated Project Risk Register for amendment (In accordance with ODOT Highway Directive DES 01-02, Completed Probabilistic Risk-Based Estimating (PRBE) for EWAs or GMP with a total cost of \$25 million or more)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of output document from Risk Register Tool
m.	Increase in Construction Authorization or an Overrun Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF copy of approval. (Refer to the ODOT Construction Manual, Chapter 5 – Construction Authorization)

Section 3: Other Amendment Documentation		Completed			Located in ProjectWise or Other Electronic Project File
		Yes	No	NA	
a.	If a full STIP amendment is required to obligate construction funding for the amendment, has FHWA approval been obtained? (FHWA approval of full STIP amendments is required before amendment package submittal for execution, per ODOT PDB-04.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Region STIP Coordinator verification
b.	FHWA approval of Interchange Modification Request regarding Additional Interchanges to the Interstate System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of FHWA approved Interchange Modification Request
c.	Approved Roadway Design Exceptions <ul style="list-style-type: none"> • Status available on the Roadway Engineering Design Exceptions website (For Internal ODOT use only) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of ODOT State Roadway Engineer and FHWA Design Exceptions Approvals
d.	Approved Design Deviations: <ul style="list-style-type: none"> • Bridge • Geotechnical • Hydraulic 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the ODOT State Bridge Engineer, State Geotechnical Engineer, State Hydraulic Engineer and FHWA Design Deviations Approvals
e.	Approved Traffic Operations Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the ODOT State Traffic Roadway Engineer Approval
f.	Letters of Public Interest Findings (LPIF's)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of approved LPIF's
g.	Digital Design Data Letter and Handoff Package	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of letter and package
h.	Modifications to project Special Provisions (SPs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of documented changes to SPs and required concurrences

Section 3 Continued: Other Amendment Documentation		Completed			Located in ProjectWise or Other Electronic Project File
		Yes	No	NA	
i.	Concurrence from the Section 00280 Technical Resource, if applicable (In accordance with GE12.01(A))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of technical resource concurrence
j.	All completed and signed required Railroad Agreements (Aka "Railroad Certification.")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of signed Railroad Agreements
k.	Signed and fully executed Intergovernmental Agreements (IGA), if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of executed IGAs
l.	Signed and fully executed Utility Cooperative Improvement Agreements (CIA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Located at OPO Agreements) Copy of executed CIAs
m.	Signed and fully executed Personal Services Contract for Contract Administration/Construction Engineering-Inspection (CA/CEI) services, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of executed CA/CEI contracts
n.	Signed and fully executed Professional-of-Record engineering construction support contracts, if applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of executed Professional-of-Record engineering construction support contracts
o.	Stormwater Operation and Maintenance (O&M) manuals Note: Copies of O&M manuals submitted to submitted to the Engineering & Technical Services Branch Hydraulic Engineering Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of O&M manuals
p.	Current approved Project Work Schedule showing completion dates included in Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PDF Copy