



LOCALLY ADMINISTERED PROJECT REVIEW



Municipality: _____

Review Date: _____

Federal Aid Number	State WBS Number	TIP Number	Project Description
Local Agency	Local Agency Contact	NCDOT Contact	FHWA Representative Tammy S. Richards
Date of Availability (NTP)	Date Work Started	Contract Completion Date	Percent Complete

GENERAL (For FHWA Internal Use) Yes No N/A Comments

Was project in STIP prior to Authorization date?				
Was appropriate NEPA action (ROD, FONSI, CE) completed prior to Authorization date? If yes, what is the type/date of the document?				
Did NCDOT provide a statement or document regarding the status of ROW/Utility work prior to the Authorization date? If yes, what is the date?				
Does the project agreement in FMIS include a project agreement end date (if authorized on /after 12/26/14)?				

MUNICIPAL AGREEMENT AND CONTRACT

Yes No N/A Comments

Is there a copy of the Municipal Agreement?				
Are Federal Regulations listed?				
Is there a copy of the Contract?				
Is the FHWA-1273 contract provisions physically incorporated into the contract?				

RESPONSIBLE CHARGE

Yes No N/A Comments

Is there a full-time employed public employee in responsible charge for administering the project within the LPA? If so, who?				
Is there a full-time employed public employee in responsible charge for administering the project within NCDOT? If so, who?				

ADVERTISEMENT/BIDS

Yes No N/A Comments

Was the project competitively bid?				
How many bidders?				
Were any rejected? If yes, why?				
Was there a public bid opening?				
What was the Advertisement date?				
What was FHWA's Authorization date?				
Was project authorized before it was advertised?				

CONSULTANT SELECTION

Yes No N/A Comments

Was an engineering/design consultant used?

Was a competitive selection process used?

PAY ESTIMATES

Yes No N/A Comments

Who at NCDOT receives the invoices for this project?

Who reviews the quantities/records against the submitted invoice/pay application?

Who approves the invoices for payment?

Are there copies of all pay estimates?

Are there quantity calcs shown for each pay item?

SIDEWALK PROJECTS (WHERE CONSTRUCTION TOUCHES EXISTING SIDEWALK ONLY)

Yes No N/A Comments

Are construction detours in compliance with the MUTCD (ADA compliant detour)?

Are curb ramps ADA compliant (do they meet the NCDOT standard drawing)?

Are width/grade ADA compliant(do they meet the NCDOT standard drawing)?

PROJECT DIARIES

Yes No N/A Comments

Are diaries kept for this project?

Do diaries indicate Contractor's activities daily?

Do they indicate equipment/personnel on site?

Do they indicate weather conditions each day?

PAY RECORD BOOKS

Yes No N/A Comments

Are PRB's kept for this project?

Are the PRB's format and entries satisfactory?

(Pay items will be selected from the last estimate and quantities will be tracked from the source document to the monthly estimate and, when appropriate, to the Weight Ticket Books. This will be shown in the Line Code Testing section below.)

WEIGHT TICKETS

Yes No N/A Comments

Are there Ticket Books for this project?

Are they bound in separate books by day/material?

Are Weight Master's signature/initials on tickets?

Do Inspector's signature/initials appear on tickets?

Do station numbers/ locations appear on tickets?

SUPPLEMENTAL AGREEMENTS

Yes No N/A Comments

Is there copies if all Supplemental Agreements?

Has NCDOT been involved/aware of SA?

Is there justification for SA's?

Was a cost analysis performed & adequately documented for each negotiated change order?

Are there updated project quantities for all SA's?

WAGE RATES

Yes No N/A Comments

(N/A if project is not within NHS ROW, however,
required on TAP-funded projects)
Have wage rate interviews been performed?

DBE / SUBCONTRACTORS

Yes No N/A Comments

Is the DBE goal in the Contract? If yes, what %?
What is the actual %? Goal met? If no, why not?
Are there copies of the DBE/subcontractor
agreements?
Did the DBE do the work listed?

GRADING

Yes No N/A Comments

Was there any compaction testing performed by
the LPA or their agent?
Was there any inspections performed by the LPA
or their agent?
Did all results pass?
If not, how were they resolved?
Did they meet the required testing frequency (per
specs)?
Is there required documentation?

ASPHALT

Yes No N/A Comments

Was there any testing performed by the LPA or
their agent on this material?
If so, what kind?
Was there any inspections performed by the LPA
or their agent?
Do all results meet the requirements?
If not, how were they resolved?
Did they meet the required testing frequency (per
specs)?
Is there required documentation?

CONCRETE

Yes No N/A Comments

Was there any testing performed by the LPA or
their agent on this material?
If so, what kind?
Was there any inspections performed by the LPA
or their agent?
Do all results meet the requirements?
If not, how were they resolved?
Did they meet the required testing frequency (per
specs)?
Is there required documentation?

AGGREGATE BASE COURSE

Yes No N/A Comments

Was there any testing performed by the LPA or
their agent on this material?
If so, what kind?
Was there any inspections performed by the LPA
or their agent?
Do all results meet the requirements?

If not, how were they resolved?				
Did they meet the required testing frequency (per specs)?				
Is there required documentation?				

MATERIAL CERTS

Yes No N/A Comments

Is there a notarized Buy America Certification?				
Are there materials receipts/certs for required items?				
Does the MMR's show a statement on the documents that they were made in America?				

TRAFFIC CONTROL

Yes No N/A Comments

Are advanced warning signs in place?				
Are lane tapers installed per plans?				
Are detours in place per plans and plans?				
Is time of work in compliance with contract?				

EROSION CONTROL

Yes No N/A Comments

Is erosion control installed per plans?				
Is erosion control maintained adequately?				

SIGNS

Yes No N/A Comments

Are signs installed per plans?				
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JOB-SITE POSTERS

Yes No N/A Comments

Are all job site posters in place on the project?				
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LPA OVERSIGHT/FINAL ACCEPTANCE

Yes No N/A Comments

Has LPA done field inspections & project management?				
Has LPA completed a contract close-out of the award which includes an assessment of liquidated damages, final inspection, formal acceptance and final invoice?				
Has LPA been paid by NCDOT in a timely manner?				

NCDOT OVERSIGHT/FINAL ACCEPTANCE

Yes No N/A Comments

Has NCDOT provided oversight on this project?				
Has a 1446B been sent to M&T for this project?				
Has M&T done a Materials Certification on this project?				
Has Division cleared any commitments and/or exceptions on this project?				
If yes, has a Material Certification letter been done?				
Has a Material Certification letter been issued yet?				

