



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 Nathan Boswell
Date of Availability (NTP)	Date Work Started	Contract Completion Date	Percent Complete

GENERAL

Yes No N/A Comments

Was project in STIP prior to Authorization date (FHWA ACTION ONLY)?				
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/Railroad 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)? (FHWA USE ONLY)				
Was FHWA & NCDOT invited to attend the Pre-Construction Meeting? (FHWA USE ONLY)				
Did they attend? (FHWA USE ONLY)				

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 & a adequately documented for each negotiated change order?				
Are there updated project quantities for all SA's?				

DAVIS-BACON/WAGE RATES (N/A if project is not within NHS ROW); however, required on TAP-funded projects)

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?				
Are there copies of signed SAF Forms? If so, has the DOT also signed them?				
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 MRR's show a statement on the documents that they were made in America?				
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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?				
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EROSION CONTROL

Yes No N/A Comments

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