



FINAL PROJECT RECORDS REVIEW

Local Government Contracts

PROJECT NO.	CSJ	COUNTY	HIGHWAY	CATEGORY <input type="checkbox"/> 1. State Funded <input type="checkbox"/> 2. Fed-Aid Exem <input type="checkbox"/> 3. Fed-Aid Non-Exem
ORIGINAL AMT.	FINAL AMT.	CONTRACT TIME	EXTENSIONS	TIME ELAPSED
REVIEWED BY:			DATE:	
CONTRACTOR:				
LG RESPONSIBLE PERSON:				

A. Follow-up from Previous Review(s):

☐ NA

B. Preconstruction Information:

☐ NA

Date of Preconstruction Conference: _____

Required Submissions Received

*Required for Federal Projects only

- | | |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Letter Designating Superintendent | <input type="checkbox"/> Copy of EEO Policy* |
| <input type="checkbox"/> Letter Designating Safety Officer | <input type="checkbox"/> Copy of Minutes from EEO Meeting* |
| <input type="checkbox"/> Copy of Contractor's Safety Policy | <input type="checkbox"/> Copy of Safety Questionnaire |
| <input type="checkbox"/> Letter Designating Payroll Officer | <input type="checkbox"/> Letter Designating DBE Liaison |
| <input type="checkbox"/> Contractor's Responsible Person | <input type="checkbox"/> List of Qualified Flaggers |
| <input type="checkbox"/> Contractor's Baseline Schedule | <input type="checkbox"/> Electrical Certification Letter |

C. Contract Time

☐ NA

Attach a copy of the final Contract Time Statement

Contract awarded: _____

Notice to proceed issued: _____

Time charges began: _____

First workday: _____

Project completion: _____

Contract Time Charge Method: _____

Original # contract days allowed: _____

Number of days added by time extension(s): _____

Total # allowable days: _____

Total # days charged: _____

Were liquidated damages assessed? ☐ Yes ☐ No

Remarks:

D. Subcontracting

☐ NA

Attach a copy of the Approved Subcontractor Log and Final DBE Report

1. Are all subcontractor agreements on file? ☐ Yes ☐ No
2. Were all subcontractors reviewed and approved by LG? ☐ Yes ☐ No
3. Total subcontracted: _____ % \$ _____
4. DBE/HUB Goal: _____ % \$ _____
5. DBE Commitment: _____ % \$ _____
6. Amount subcontracted to DBE firms: \$ _____
7. Is DBE monthly reporting and final report on file? ☐ Yes ☐ No
8. Was a CUF performed for each DBE firm? ☐ Yes ☐ No
9. Was the DBE goal/commitment met? ☐ Yes ☐ No
10. If not, was a GFE made and documented? ☐ Yes ☐ No
11. Was a Form 2658 submitted and reviewed by TxDOT? ☐ Yes ☐ No ☐ NA
12. Were monthly Prompt Payment Certifications provided? ☐ Yes ☐ No

Remarks:

E. Payrolls (Federal-Aid Projects Only)☐ NA

1. Payrolls for prime and sub-contractors submitted? ☐ Yes ☐ No
2. Number of labor interviews completed: _____ of _____ Required
3. Were the interviews checked against the payrolls? ☐ Yes ☐ No
4. Were minimum wages paid to all personnel? ☐ Yes ☐ No
5. Was further action required on any interview? ☐ Yes ☐ No

*Remarks***F. Environmental**☐ NA

1. Was a NOI submitted? ☐ Yes Date: _____ ☐ No ☐ NA
2. Was a permit required / received? ☐ Yes Permit No: _____ ☐ No ☐ NA
3. Was a Construction Site Notice posted? ☐ Yes ☐ No
4. Was SP 506-001L included in the contract? ☐ Yes ☐ No
5. Were weekly SW3P inspections documented? ☐ Yes ☐ No

*Remarks***G. Traffic Control**☐ NA

Has the Form 599 been completed according to the instructions? ☐ Yes ☐ No

Remarks

H. Project Diaries☐ NA

1. Was a project diary documented for every day? ☐ Yes ☐ No
2. Do the diaries agree with the time charges? ☐ Yes ☐ No
3. Was sufficient information provided to verify work performed? ☐ Yes ☐ No

*Remarks***I. Change Orders & Time Extensions**☐ NA

Executed Change Orders as of:					
CO#	TE#	Description	Amount	City App'd	TxDOT Agreed

1. Have items added by C.O. been incorporated to the estimate? ☐ Yes ☐ No
2. Is supporting documentation on file for each C.O.? ☐ Yes ☐ No

*Remarks***J. Material Sourcing and Testing**☐ NA

1. Have all mix designs been submitted to TxDOT? ☐ Yes ☐ No
2. Material tickets on file? ☐ Yes ☐ No Mill test reports on file? ☐ Yes ☐ No
3. Has the material certification been submitted? ☐ Yes Date: _____ ☐ No

Remarks

K. Pay Records & Quantities☐ NA

List pay items reviewed with discrepancies noted:

Pay Item	Remarks	Corrective Action

1. Are there any major item overruns or underruns of 25% or more? ☐ Yes ☐ No
2. Was a change order processed to address any of these items? ☐ Yes ☐ No

*Remarks***L. Miscellaneous**

1. Was Form 1391 "Federal-Aid Highway Construction Contractor Annual EEO Report" completed? ☐ Yes Date: _____ ☐ No ☐ NA
2. Was the TDLR report received? ☐ Yes Date: _____ ☐ No ☐ NA
3. Was the bulletin board checklist completed? ☐ Yes Date: _____ ☐ No
4. Have the as-built plans been provided (on-system only)? ☐ Yes ☐ No
5. Were all deliverables provided according to the AFA? ☐ Yes ☐ No ☐ NA

Remarks