

**AMERICAN RECOVERY and REINVESTMENT ACT (ARRA)
CONSTRUCTION MONITORING CHECKLIST**

PIN: _____ CONTRACT NUMBER: _____ COUNTY: _____
PROJECT DESCRIPTION: _____ START DATE: _____
INSPECTION DATE: _____ INSPECTION CONDUCTED BY: _____
SPONSOR: _____ CONTRACTOR: _____
Interviewed: _____ EIC _____ Res. Engr. _____ Off Engr. _____ Inspt. _____
Is the Project Locally-Administered? YES NO Local Sponsor Official Present During Inspection? YES NO NA

Project Cost & Schedule:

Award Date: _____ Orig. Completion Date: _____ Award Amount: \$ _____
Current/Final Contract Amount: \$ _____ % Growth: _____ % Complete: _____
Is project on-schedule? YES NO if "NO", Reason(s): _____
Time extension(s) granted? Yes NO Expected if "Yes" then: a) New Completion Date: _____ b) with charges/without charges
c) Is this new completion date in compliance with the established ARRA timeframe thresholds? YES NO NA

Project Staffing:

Was a pre-construction meeting held for this project? YES NO Date of meeting: _____
Has a Construction Monitoring Plan (CMP) been prepared for this project? YES NO STATE PROJECT
Is the CMP available for review? YES NO N/A (Make a copy and attach to report)
Does the CMP specify a required level of on-site project staffing? YES NO N/A
If YES, what is the specified project staffing: _____ EIC/RE/PM _____ Office Engineer _____ On-site Inspectors
Is the project staffing requirement being met? YES NO N/A If NO, why? _____
ACTUAL on-site construction inspection staff: State / Local Forces / Consultant: _____
_____ EIC/RE _____ Office Engineer _____ Inspectors Are Inspectors NICET Certified: YES NO
Does the project rely on off-site project personnel? YES NO Role: _____
Is inspection coverage adequate for a project of this size? YES NO
Additional Staffing Details: _____

ARRA Job Reporting

Have the appropriate ARRA Special Contract Requirement been incorporated into the contract with the prime Contractor, in all subcontracts, in all consultant agreements, and all force account agreements in accordance with EI-09-013? YES NO
Are all applicable entities providing the required ARRA Job Creation documentation? (provide copy) YES NO
How are all applicable entities determining the number of jobs and hours created by ARRA (certified payroll, EBO, etc.) _____
Additional Job Reporting Details: _____

DBE/EEO Goals & Wage Rates:

Contract goal for DBEs: _____ % Current DBE % _____ Projected DBE % _____ (If applicable, attach listing of DBE Firms)
Has any DBE work started? YES NO NA If "NO", when is the DBE work anticipated to begin? _____
Are the DBEs providing a commercially useful function? Yes No NA Is EIC familiar w/ DBEs from previous jobs? YES NO NA
Is a Bulletin Board in-place w/ applicable info such as "EEO is The Law", Wage rates, False Statements, etc.? YES NO NA
EEO Minority Utilization Goal: _____ % Current % _____ Comments: _____
EEO Women Utilization Goal: 6.9 % Current % _____ Comments: _____
If goals aren't being met, is/has the Contractor demonstrated a "good faith effort"? YES NO NA
Is the "good faith effort" documented? YES NO NA (if YES, attach copy of documentation)
Is the employment utilization report available for review? YES NO NA (Attach copy of latest report)
Are the Davis-Bacon Act (23 U.S.C. 113) minimum wage rates being met? YES NO NA
Additional DBE/EEO details: _____

Order-On-Contract (OOC) Process:

Orders-on-Contract (attach listing): _____ Major Items/Work Added to Contract? YES NO Description: _____
Is added work eligible for federal-aid? YES NO NA Are time extension(s) properly justified? YES NO NA
Is the added work subcontractable to DBEs? YES NO NA If "YES", review solicitation efforts to add DBEs and attach copies.
Do the OOCs provide sufficient explanation to document the work necessary, consistent with specifications, and within the scope of the project (make a copy of a representative sample)? YES NO NA Were approved OOC procedures followed? YES NO NA

Ongoing Contractor disputes? YES NO Description: _____
Additional OOC details: _____

Project Documentation:

Are the federal contract requirements (FHWA-1273) included in the contract package? YES NO
Are documentation standards such as MURK and/or CMP established documentation procedures and protocol for documentation and project record keeping being followed (*Provided sample documentation such as IDRs*)? YES NO
Is a project daily diary kept and updated? YES NO
Are Inspector's Daily Reports (IDRs) being kept and up to date for all work activities? YES NO
- Are the IDRs clear, concise and adequately describe the work performed? YES NO
- Are pay items properly documented with quantities and supporting documentation? YES NO NA
- Are material test results properly referenced and available to verify acceptability? YES NO NA
- Are failed tests properly cross-referenced to retests? YES NO NA
- Are field measurements being conducted and properly documented? YES NO NA
- Are "pay-per-plan" items properly field measured to verify quantities? YES NO NA
- Are corrections/changes made utilizing the "single-line strike out" method? YES NO NA
- Are the IDRs being signed by the inspector AND checked/verified/signed by the EIC? YES NO
- Identify dates of IDRs reviewed: _____

What is the frequency at which project documentation is being checked/verified/signed by another individual of the project staff?

DAILY WEEKLY MONTHLY OTHER: _____
Are material certifications kept on file? YES NO YES, BUT KEPT OFFSITE
Is CEES being utilized to track pay item quantities? YES NO If "NO", what system is being utilized? _____
Additional Documentation Details: _____

Work Items & Material Quality Assurance:

Major work items included in contract: Earthwork HMA Paving PCC Paving Surface Treatments/Overlays
Bridge Structures Culverts/Drainage Roadside Hardware/Signs Other: _____
Work activity observed/reviewed: _____

Were these work activities performed according to plans and specifications? YES NO If "NO", Explain: _____

Has a QC Plan been submitted and being complied with? YES NO NA
Is satisfactory material QA testing being performed according to specification, within the control of the sponsor, and at a certified lab (*review sample & provide copy*)? YES NO NA
Review material QA test results for a random sample of work items. Does the material meet specification? YES NO NA
Are the delivery tickets & testing results available for review and organized in a clear and concise manner? YES NO NA
Who is conducting the independent QA testing? _____ Representing: _____
List the work items reviewed (item #/description) for specification compliance: _____

Is the project in compliance with the Buy America Requirements (23 CFR 635.410)? YES NO NA
Does the project include environmental permits? YES NO If "YES", list the permits: _____
If a SPDES permit is req'd, are the SWPPP and inspection reports located in the Engineer's Field Office? YES NO NA
Are the environmental commitments (ECOPAC) & permit requirements for this project being complied with? YES NO NA
If "NO", explain: _____
Additional QC/QA Details: _____

M&PT Comments:

Is the Contractor complying with the traffic control plan? YES NO NA Are the TCDs clean and in good condition? YES NO NA
Are inspections of work zones being conducted (check diary and IDRs)? YES NO NA
Describe M&PT operations observed: _____

Field Observations/Noted Deficiencies (*attach additional documentation if necessary*): _____

Is the project being constructed in accordance with the approved plans, specifications and estimates? YES NO
If "NO", Explain: _____

ARRA PROJECT MONITORING: FOLLOW-UP ACTIONS REQUIRED

PIN: _____ CONTRACT: _____ COUNTY: _____

DESCRIPTION: _____

INSPECTION DATE: _____ FOLLOW-UP REQUEST DATE: _____

LEVEL I PRIORITY ITEMS:

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LEVEL II PRIORITY ITEMS:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.