

## LOCAL AGENCY INTERIM PROJECT FILE REVIEW

**DISTRIBUTION:** ORIGINAL - TSC Construction Engineer, COPY – File 106, LPE (Local Agency Project Engineer),  
Local Agency Project Supervisor

Location and Project Description	Contract ID
Local Agency	Project Engineer
Local Agency Project Supervisor	Consulting Firm (N/A if same as Local Agency)
MDOT Department Representative Reviewer	Date of Review
Project % Complete based on Original Contract Amount	

### PROJECT DOCUMENTS:

1	Is the Engineer MDOT Certified? (note exp. date in comments)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2	Is the Office Technician MDOT Certified? (note exp. date in comments)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3	Are the files setup per MDOT File Guidelines?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4	Has a FieldManager Read Only file been sent to the TSC?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
5	Are the material certifications attached to the pay items, posted, and cross referenced in FieldManager?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
6	Are copies of the advertisement, contract, and award notice in the files?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
7	Are signed estimates in the project files within 48 hours?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
8	Are there any unpaid placed quantities with no pending contract modification?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
9	Are contract modification being processed in a timely manner per BOH-IM 2012-02?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
10	Has form 1967 been completed and in the file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
11	Are project meetings documented and in the file? (Pre-Con, Pre-Production, etc.)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
12	Are extension of time requests involved?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
13	Are the EOT's being handled per SSFC 108?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
14	Have Notice of Intent to Claim been filed?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
15	Are the NOIC being handled per SSFC 104.09?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
16	Are work orders, form 1137, being used and properly completed and signed?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
17	Are subcontracts on file and documented as being sent to MDOT-Contracts Services?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
18	Has form 4109 been completed and on file for all DBE Contractor's?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

Comments:

**CERTIFIED PAYROLLS:**

19	Are the prevailing wage oversight procedures being followed (BOH-IM 2009-07)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
20	Is form 1952 being used and are the findings showing completeness?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
21	Is form 1954 being used?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
22	Is form 1955 being used?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
23	Have wage rate interviews been performed?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
24	Have the payroll rates been checked and verified to the wage decision in the contract?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

Comments:

**IDR/PAY ITEM DOCUMENTATION:**

25	Inspector's Daily Reports (IDR's), with supporting measurements and sketches in the file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
26	Are project visitors being noted on IDR's?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
27	Are materials sources/suppliers and product name (for QPL items) noted on the IDR?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
28	Have all materials been associated with pay items on the IDR?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
29	Are materials noted as being VI'd and accepted on the IDR?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
30	Are the IDR's detailed sufficiently to determine what work was done on that day?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

Comments:

**UNDERGROUND WORK ITEMS: (Sewer, Drainage, etc.)**

31	Are quantities and locations noted on IDR's?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
32	Are density test being taken and failing results showing a retest?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
33	Do the forms for recording/reporting density tests and retests conform to forms 0582 A and B?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
34	MSL form 501 in file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
35	Material certifications or test found in file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

Comments:

**EARTHWORK/AGGREGATE/SAND BASE PAY ITEMS:**

36	Are delivery tickets conforming to SSFC (302, 306, QAPM, etc.) in file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
37	Are the volume or weight requirements being confirmed by the Inspector?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
38	Are moisture tests being ran if item is paid by weight?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
39	Are depth checks noted and in file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
40	Are density tests being taken and failing results showing a retest?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
41	Do the forms for recording/reporting density tests and retests conform to forms 0582 A and B?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
42	Are mechanical analyses or certifications in the file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Comments:			

**CONCRETE PAY ITEMS:**

43	Concrete Mix Designs found in file and signed by an MCA Level 2 Concrete Technician?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
44	Is the supplying plant NRMCA certified and scale checks current?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
45	Is ASR documentation in file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
46	Is the Contractor's QC plan in the file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
47	Is the Agencies QA plan in the file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
48	Are concrete tickets in the file with proper information and signatures?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
49	Is form 1174A in the project files and complete?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
50	Is form 1155 in the project files and complete?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
51	Are the quantities placed verified by dimensions, computations, and sketches?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
52	Are strength samples being taken?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
53	Do the test results show adequate strength?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Comments:			

**HMA PAY ITEMS:**

54	HMA Mix Design and JMF found in file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
55	Letter certifying HMA, Bond Coat, Binder, etc. from a certified source in the file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
56	Are HMA tickets with the proper information in the file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
57	Is the mix temperature and yield confirmation in the files?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
58	Is density testing being performed per the contract documents?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
59	Is form 1903 and/or 1903B in the project files?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Comments:			

**MATERIALS AND TESTING FILES:**

60	Is the Local Agency performing the materials testing on the project? (if no please note who is in the comments)	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
61	Are inspector/tester certifications in the project files?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
62	Are Buy America certifications in file?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Comments:			

**MISCELLANEOUS PAY ITEM 1: (USE IN MEETING THE MINIMUM OF 5 PAY ITEMS FOR REVIEW)**

63		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
64		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
65		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
66		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
67		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Comments:			

**MISCELLANEOUS PAY ITEM 2: (USE IN MEETING THE MINIMUM OF 5 PAY ITEMS FOR REVIEW)**

68		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
69		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
70		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
71		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
72		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
Comments:			

**GENERAL NOTES ON FILE CONDITION AND RECOMENDATIONS:**

Comments:

---

---

Signature/Date  
**MDOT Department Representative**  
**Reviewer**