

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
MDOT DESIGNATED REP	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)	YES	NO	N/A	
2	Is the Office Technician MDOT Certified? (note exp. date in comments)	YES	NO	N/A	
3	Are the files setup per MDOT File Guidelines?	YES	NO	N/A	
4	Has a FieldManager Read Only file been sent to the TSC?	YES	NO	N/A	
5	Are the material certifications attached to the pay items, posted, and cross referenced in FieldManager?	YES	NO	N/A	
6	Are signed estimates in the project files within 48 hours?	YES	NO	N/A	
7	Are there any unpaid placed quantities with no pending contract modification?	YES	NO	N/A	
8	Are contract modification being processed in a timely manner?	YES	NO	N/A	
9	Has form 1967 been completed and in the file?	YES	NO	N/A	
10	Are project meetings documented and in the file? (Pre-Con, Pre-Production, etc.)	YES	NO	N/A	
11	Are extension of time requests involved?	YES	NO	N/A	
12	Are the EOT's being handled per SSFC 108?	YES	NO	N/A	
13	Have Notice of Intent to Claim been filed?	YES	NO	N/A	
14	Are the NOIC being handled per SSFC 104.10?	YES	NO	N/A	
15	Are work orders, form 1137, being used and properly completed and signed?	YES	NO	N/A	
16	Are subcontracts on file and documented as being sent to MDOT-Contracts Services?	YES	NO	N/A	
17	Has form 4109 been completed and on file for all DBE Contractors?	YES	NO	N/A	

COMMENTS

CERTIFIED PAYROLLS:

18	Are the prevailing wage oversight procedures being followed?	YES	NO	N/A	
19	Is form 1954 being used?	YES	NO	N/A	
20	Have wage rate interviews been performed?	YES	NO	N/A	
21	Have the payroll rates been checked and verified to the wage decision in the contract?	YES	NO	N/A	

COMMENTS

IDR/PAY ITEM DOCUMENTATION:

22	Inspector's Daily Reports (IDR's), with supporting measurements and sketches in the file?	YES	NO	N/A	
23	Are project visitors being noted on IDR's?	YES	NO	N/A	
24	Are all calculations checked and initialed?	YES	NO	N/A	
25	Have all materials been associated with pay items on the IDR?	YES	NO	N/A	
26	Are materials noted as being VI'd and accepted on the IDR?	YES	NO	N/A	
27	Are the IDR's detailed sufficiently to determine what work was done on that day?	YES	NO	N/A	

COMMENTS

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

28	Are quantities and locations noted on IDR's?	YES	NO	N/A	
29	Are density test being taken and failing results showing a retest?	YES	NO	N/A	
30	Do the forms for recording/reporting density tests and retests conform to form 0582B?	YES	NO	N/A	
31	MSL form 0501 in file?	YES	NO	N/A	
32	Material certifications or test found in file?	YES	NO	N/A	

COMMENTS

EARTHWORK/AGGREGATE/SAND BASE PAY ITEMS:

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

COMMENTS

CONCRETE PAY ITEMS:

40	Concrete Mix Designs found in file and signed by an MCA Level 2 Concrete Technician?	YES	NO	N/A	
41	Is the supplying plant NRMCA certified and scale checks current?	YES	NO	N/A	
42	Is ASR documentation in file?	YES	NO	N/A	
43	Is the Contractor's QC plan in the file?	YES	NO	N/A	
44	Is the Agencies QA plan in the file?	YES	NO	N/A	
45	Are concrete tickets in the file with proper information and signatures?	YES	NO	N/A	
46	Is form 1174R or 1174S in the project files and complete?	YES	NO	N/A	
47	Is form 1155 in the project files and complete?	YES	NO	N/A	
48	Are the quantities placed verified by dimensions, computations, and sketches?	YES	NO	N/A	
49	Are strength samples being taken?	YES	NO	N/A	
50	Do the test results show adequate strength?	YES	NO	N/A	
51	Are Air, Conc Temperature, Slump, Density (if applicable) performed?	YES	NO	N/A	

COMMENTS

HMA PAY ITEMS:

52	HMA Mix Design and JMF found in file?	YES	NO	N/A	
53	Letter certifying HMA, Bond Coat, Binder, etc. from a certified source in the file?	YES	NO	N/A	
54	Are HMA tickets with the proper information in the file?	YES	NO	N/A	
55	Is the mix temperature and yield confirmation in the files?	YES	NO	N/A	
56	Is density testing being performed per the contract documents?	YES	NO	N/A	
57	Are form 1903 and/or 1903B, 1903C and 1907 in the project files?	YES	NO	N/A	

COMMENTS

MATERIALS AND TESTING FILES:

58	Is the Local Agency performing the materials testing on the project? (if no please note who is in the comments)	YES	NO	N/A	
59	Are inspector/tester certifications in the project files?	YES	NO	N/A	
60	Are Buy America certifications in file?	YES	NO	N/A	

COMMENTS

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

61		YES	NO	N/A	
62		YES	NO	N/A	
63		YES	NO	N/A	
64		YES	NO	N/A	
65		YES	NO	N/A	

COMMENTS

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

66		YES	NO	N/A	
67		YES	NO	N/A	
68		YES	NO	N/A	
69		YES	NO	N/A	
70		YES	NO	N/A	

COMMENTS

MISCELLANEOUS PAY ITEM 3: (USE IN MEETING THE MINIMUM OF 5 PAY ITEMS FOR REVIEW)

71		YES	NO	N/A	
72		YES	NO	N/A	
73		YES	NO	N/A	
74		YES	NO	N/A	
75		YES	NO	N/A	

COMMENTS

MISCELLANEOUS PAY ITEM 4: (USE IN MEETING THE MINIMUM OF 5 PAY ITEMS FOR REVIEW)

76		YES	NO	N/A	
77		YES	NO	N/A	
78		YES	NO	N/A	
79		YES	NO	N/A	
80		YES	NO	N/A	

COMMENTS

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

83		YES	NO	N/A	
84		YES	NO	N/A	
85		YES	NO	N/A	
86		YES	NO	N/A	
87		YES	NO	N/A	

COMMENTS

GENERAL NOTES ON FILE CONDITION AND RECOMENDATIONS:

COMMENTS

MDOT DEPARTMENT REPRESENTATIVE REVIEWER	DATE
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