### PROJECT DATA

|  |  |
| --- | --- |
| Federal Project Number | Click here to enter FAP. |
| DC Project Number | Click here to enter DC Project No. |
| Project Name | Click here to enter Project Name. |
| Construction Management Firm Name | Click here to enter Firm Name. |
| Contract NTP Date: mm/dd/yyyy | Contract Expiration Date: mm/dd/yyyyNew contract expiration date if extended: mm/dd/yyyy |
| Project Dollar Value at Award:  |
| Project Dollar Value after Change Order:  |
| Pre-Construction Meeting Date: mm/dd/yyyy  |
| Project DescriptionClick here to enter description. |
| Budget: Construction   | CM | In-house labor  |
| ***For Bridge Projects:*** Structure Number: Enter Structure No. | Sufficiency Rating: Enter Sufficiency Rating.  |
| *Checklist review complete and ready for Authorization*DDOT Engineer’s Name: Signature: Date: mm/dd/yyyyDDOT Proj. Manager’s Name: Signature: Date: mm/dd/yyyy |

### GENERAL REFERENCES

DDOT Design and Engineering Manual "Select Year"

DDOT Standard Specifications for Highways and Structures "Select Year"

DDOT Standard Drawings "Select Year"

DDOT Construction Management Manual "Select Year"

**GENERAL**

| ***NOTES***  | ***Item*** | ***Yes*** | ***No*** | ***N/A*** |
| --- | --- | --- | --- | --- |
|   | CM Staff credential/certifications on file |[ ] [ ] [ ]
|   | Field office and field staff inspection equipment ready  |[ ] [ ] [ ]
|   | Copy of Design Exceptions documents are on file |[ ] [ ] [ ]
|   | Hard copy and electronic copy plan, specification and bid tabs on file prior to NTP |[ ] [ ] [ ]
|   | ROW acquisition and relocation complete and certified |[ ] [ ] [ ]
|   | All Permits / Approvals / Agreements obtained during design are on file in field office. Permit depends on type of project but may include DDOE, NPS, Core of Engineers etc |[ ] [ ] [ ]
|   | Utility relocation is complete or coordination continuing  |[ ] [ ] [ ]
|   | NPS required insurance provided  |[ ] [ ] [ ]
|   | Railroad insurance provided |[ ] [ ] [ ]
|   | DDOT and Railroad (CSX or other) agreements on file |[ ] [ ] [ ]
|   | As-built plan marked daily  |[ ] [ ] [ ]
|   | Documenting/Logging/Reconciling DC Water’s inspection activity daily |[ ] [ ] [ ]
|   | Approved baseline CPM schedule obtained prior to NTP  |[ ] [ ] [ ]
|   | Approved updated CPM schedule on file (specify update # in comment section) |[ ] [ ] [ ]
|   | Invoice submitted with associated CPM attached (If no CPM attached, check with DDOT project engineer)  |[ ] [ ] [ ]
| **Comments:**  | Click here to enter comments. |

**PLANS**

| ***Notes*** | ***Item*** | ***Yes*** | ***No*** | ***N/A*** |
| --- | --- | --- | --- | --- |
|   | Reviewed plan and read all notes on plan prior to construction work |[ ] [ ] [ ]
|   | Plan cover sheet is PE Sealed and Signed by Chief Engineer |[ ] [ ] [ ]
|   | Cover sheet includes all required information |[ ] [ ] [ ]
|   | Pay items have been checked against construction plans |[ ] [ ] [ ]
|   | Locate survey benchmark and document if contractor field verified location and elevation of bench marks prior to start of work.  |[ ] [ ] [ ]
|   | Traffic Signal plans are signed by DDOT/TOA |[ ] [ ] [ ]
| **Comments:** | Click here to enter comments. |  |  |  |

**SPECIFICATIONS**

| ***Notes*** | ***Item*** | ***Yes*** | ***No*** | ***N/A*** |
| --- | --- | --- | --- | --- |
|   | Special Provisions and Supplemental Specifications are on file  |[ ] [ ] [ ]
|   | Training special provisions are included |[ ] [ ] [ ]
|   | DBE/CBE provisions are included |[ ] [ ] [ ]
|   | Detailed description of the work, materials, construction methods, measurement method, basis of payment, and pay item for each item of work is outlined |[ ] [ ] [ ]
|   | Supplemental Specifications cover new or additional construction items or substantial changes regarding items not included in the standard specifications |[ ] [ ] [ ]
|   | Special Provisions contain commitments for environmental mitigation which is contained in the environmental documentation |[ ] [ ] [ ]
|   | Incentive/Disincentive clause included |[ ] [ ] [ ]
|   | Known utility work is described |[ ] [ ] [ ]
|   | Contract time is specified |[ ] [ ] [ ]
|   | Force account work is adequately described |[ ] [ ] [ ]
| **Comments:** | Click here to enter comments. |

**Bid Tabs/Funding Categories**

| ***Notes*** | ***Item*** | ***Yes*** | ***No*** | ***N/A*** |
| --- | --- | --- | --- | --- |
|   | Bid items includes an item number, description of the item, estimated quantity, unit, and price for each proposed item of work |[ ] [ ] [ ]
|   | Incentive/disincentive or escalation clauses have been considered in determining the estimated unit costs |[ ] [ ] [ ]
|   | Item quantities are consistent with plan and specification |[ ] [ ] [ ]
|   | Salvage credit shown |[ ] [ ] [ ]
|   | Utility and railroad force account work covered |[ ] [ ] [ ]
|   | Classification and breakdown of funding are correct for all funding categories |[ ] [ ] [ ]
|   | Field Book is loaded in field office and is consistent with funding categories breakdown |[ ] [ ] [ ]
| **Comments:** | Click here to enter comments. |