### 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/yyyy  New 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 Description  Click 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. | | | |