



Project Title: _____

Project Location: _____

Road or Street Number: _____ FA Program: _____

Initials	Date or N/A	Project Initiation (Chapter 12)
		Project in STIP
		Federal aid program form (Sheet 1 of Prospectus) to: Metropolitan planning organization Or WSDOT (Region Local Programs) Nondiscrimination Agreement
		Program of project approved by appropriate agency

Initials	Date or N/A	Project Prospectus (Chapters 21, 24, 42, and ECS Guidebook)
		Sheet 1 Project information, local agency project number Description of proposed work and existing facility Cost estimate of all phases Proposed obligation date Environmental determination (CE, EIS, EA) Request species listing from USFWS, NMFS, DNR, and WDFW Signature block
		Sheet 2 Geometric design data Environmental considerations Performance of work
		Sheet 3 Right of way relocation Utility relocations FAA Involvement Signature Local Agency Design Matrix Checklist, Appendix 42.101

Initials	Date or N/A	Local Agency Agreement (Chapters 22 and 23)
		Billing address Description of work matches prospectus Check math on agreement Federal aid matching percentage Method of financing Agreement signed by approving authority

Initials	Date or N/A	Request Preliminary Engineering Funds (Chapter 14)
		Project programmed
		Project application package to Region Local Programs Engineer: Project prospectus with attachments (including Roadway Section if applicable) Local Agency Agreement Prospectus Submittal Checklist completed
		PE funds authorized by Local Programs
		Evaluate if WSDOT Access Permits are required

Initials	Date or N/A	Consultant Selection Process (Chapter 31)
		Independent estimate for consultant services and recommendation (request) to approving authority
		Receive approval to advertise for consultant services
		Advertise for consultant services - see Appendix 31.74 (Must include Title VI language)
		Develop consultant evaluation selection criteria
		Select minimum of three best qualified firms
		Submit request for approval of selected firm to approving authority
		Conduct pre award audit (if necessary) before negotiations
		Approving authority approves selection, negotiation begins
		Negotiation completed – submit final draft of agreement, etc., to the approving authority
		Receive approval from approving authority
		Agreement signed by consultant
		Agreement executed by approving authority (consultant may now begin work)
		Notice to proceed sent to the consultant
		Send copy of agreement to Region Local Programs Engineer

Initials	Date or N/A	Consultant Administration (Chapter 31)
		Oversee the consultant's work and billings to ensure compliance with the agreement
		Prepare diary to record discussions and visitation with the consultant
		Check consultant billings regarding employee classification, wage rate, actual invoices for direct non salary costs, etc.
		Enter consultant payment on ledger system
		Conduct consultant employee interviews
		Establish and maintain a tracking system to monitor consultant agreement expiration dates

Initials	Date or N/A	Environmental Processes (CE Guidebook) Categorical Exclusion
		Request a NEPA kick-off meeting with the LPE and Local Programs Environmental Engineer (if warranted). Review the draft CE Documentation Form prior to the kick-off meeting Submit completed drafts of discipline reports to WSDOT Region Local Programs for review by Local Programs Environmental Engineer Submit completed discipline reports to WSDOT Region Local Programs Obtain all necessary approvals

Initials	Date or N/A	Environmental Assessment (Appendix C in CE Guidebook)
		Obtain concurrence from FHWA Area Engineer and Local Programs HQ that an EA is necessary.
		Submit preliminary environmental assessment to Region Local Programs
		Revise draft environmental assessment, based on Local Programs and FHWA comments
		WSDOT and FHWA approve environmental assessment
		Publish notice of availability for environmental assessment
		Publish opportunity for comment period and hearing, if held
		Submit FONSI package (including summary of comments received and responses, any revisions to the environmental assessment and FONSI) to Region Local Programs for review by Local Programs and FHWA
		FONSI issued by FHWA -or-
		Establish need to develop Environmental Impact Statement

Initials	Date or N/A	Environmental Impact Statement (Appendix B in CE Guidebook)
		Obtain concurrence from FHWA Area Engineer and Local Programs HQ that an EIS is necessary.
		Submit draft Notice of Intent to Region Local Programs
		FHWA Publishes Notice of Intent Submit interdisciplinary team recommendations to project manager
		Develop public involvement plan
		Develop data inventory and evaluation from interdisciplinary team
		Submit preliminary discipline reports for review to Region Local Programs
		Submit completed discipline reports to Region Local Programs
		Submit preliminary Draft Environmental Impact Statement to Region Local Programs
		Receive WSDOT and FHWA comments on the preliminary draft of EIS
		Submit camera-ready Draft Environmental Impact Statement to Region Local Programs Engineer for WSDOT and FHWA signature
		Receive approval to publish Draft Environmental Impact Statement Distribute draft environmental impact statement to circulation list
		Publish notice of availability in Federal Register (minimum 45 days comment period)
		Advertise opportunity for public hearing
		Respond to all comments received and forward comments/responses to Region Local Programs for review by Local Programs
		Prepare and submit preliminary Final Environmental Impact Statement to Region Local Programs Engineer
		Receive comments from WSDOT and FHWA
		Receive approval to print Final Environmental Impact Statement
		Submit final Environmental Impact Statement to Region Local Programs Engineer for WSDOT and FHWA signature
		Circulate final Environmental Impact Statement
		Submit draft record of decision package to FHWA
		Final ROD issued by FHWA

Initials	Date or N/A	Design Approval (Chapter 43)
		Submit project prospectus
		Submit design report
		Submit "Work Zone Safety and Mobility" report where applicable (see Section 41.2)
		Submit pavement design criteria
		Meet public hearing requirements
		Meet environmental requirements
		Concurrence with BA effect determinations
		ECS approval by FHWA
		For projects over \$50 million in the construction phase and bridge projects over \$40 million in the construction phase conduct a Value Engineering Study.
		For traffic signal projects, submit warrants for signalization to Region Local Programs Engineer
		Obtain location and design approval
		Publish design approval notice

Initials	Date or N/A	Right of Way Funding and Acquisition Funding (Chapters 14 and 25)
		Project in STIP
		Complete design hearing requirements
		Approve right of way plan
		Submit right of way relocation plan (if required) to Region Local Programs Engineer
		Submit right of way project funding estimate or true cost estimate, supplement to Local Agency Agreement and FHWA approval of environmental documents, to Region Local Programs Engineer with request for right of way funds
		Receive authorization to acquire R/W from the Director, Local Programs

Initials	Date or N/A	Acquisition (Chapter 25)
		Acquisition procedures approved by the ROW Program Manager, Local Programs
		Acquisition procedures current
		Set up documentation file for each parcel
		Set up commitment file

Appraisal

		Appraiser approved by WSDOT
		Give landowner opportunity to accompany appraiser
		Signed appraiser certification in file

Appraisal Review

		Appraisal reviewer approved by WSDOT
		Date of value determination precedes commencement of negotiations
		Just compensation set by agency
		Signed review appraiser certification in file

Negotiations

		Prepare diary of all owner contacts
		Give owner written statement of just compensation (Offer Letter)
		Ensure that settlement contains construction clauses
		Obtain evidence of clear title
		Negotiator disclaimer statement in file

Relocation Plan

		Approved by WSDOT
		Work with WSDOT relocation staff on all relocations

Project Completion

		Complete relocation
		Complete acquisition
		Complete administrative settlement documentation
		Place a copy of deeds in file, include proof of payment in file

Send

		Letter of certification sent from local agency to Region Local Programs Eng.
		LPA coordinator conducts certification review
		WSDOT's certification by ROW Program Manager, Local Programs

Initials	Date or N/A	Plans, Specifications, and Estimates (Chapters 24, 26, 27, 44, and ESC Guidebook)
		<p>Review commitment and correspondence file</p> <p>When applicable, secure the following permits or interagency coordination:</p> <ul style="list-style-type: none"> Airport roadway clearance from FAA Coastal zone management compliance from DOE For cultural, archeological, or historic sites SHPO contacted Obtain concurrence letters for environmental determination When waters modified or controlled Washington Department of Fish & Wildlife and DOE contacted regarding permitting When stream is affected WDFW and DOE contacted regarding permitting For timber supporting land, permit from DNR When construction might reduce water quality, contact DOE For quarries of 2 acres (0.81 ha) and 10,000 tons (9 091 metric tons) or more DNR contacted Waters/wetlands – Army Corps of Engineers and DOE contacted For navigable waterways, permit from Coast Guard obtained If ESA-listed species are present in the project action area, U.S. Fish & Wildlife Service and National Marine Fisheries Services consulted Utility agreement obtained Railway agreement(s) obtained <p>On all federal aid projects, any revision to Division 1 of the Standard Specifications or APWA Division 1 General Special Provisions requires prior written approval from Local Programs</p>
		<p>PS&E completed:</p> <ul style="list-style-type: none"> Vicinity map Summary of quantities Pit, quarry, stockpile, and waste sites Reclamation plans Roadway sections Plans/profiles Utility Structure notes Signing Illumination Bridge plans Traffic control plans Detour plans Standard plans Sheets numbered and dated Each sheet signed and stamped by Professional Engineer Bridge plans, design calculations, and soil report to Region Local Programs Engineer (State Ad and Award only) Form FHWA-1273 and latest amendment included Log of test borings Training requirements EEO requirement clauses For steel, included Buy America requirement Traffic control special provisions Specialty items General special provisions and amendments arranged in order and indexed Project proposal Noncollusion Declaration Contract DBE Utilization Certification Engineer's estimate complete

Initials	Date or N/A	Plans, Specifications, and Estimates (Chapters 24, 26, 27, 44, and ESC Guidebook)
		PS&E completed: (continued) DBE Utilization Certification Engineer's estimate complete Documentation for each item in engineer's estimate Justification for nonparticipating items Detailed documentation for lump sum items available in project files Estimate to Region Local Programs Engineer Training goal set by Local Programs DBE goal set by Local Programs Approval of local agency supplied materials Sources approved by approving authority Approval of stockpiling by the Director, Local Programs (when payment is requested for material when stockpiling aggregates, etc., for use on a future federal aid project) Distribution of preliminary plans as determined by local agency
		Field review of PS&E (State Ad and Award only)
		Tied bids – Approval from WSDOT
		For State Ad and Award, financial responsibility letter with PS&E documents sent to Region Local Programs Engineer
		PS&E approved by approving authority
		Plans, contract specifications and estimate stamped, signed, and dated, and on file in the local agency office
		State and federal wage rates added to ad plans
		PS&E sent to Region Local Programs Engineer

Initials	Date or N/A	Request Construction Funds (Chapter 14)
		Project in STIP
		Send letter with the following attachments to Region Local Programs Engineer requesting construction funds: Supplement to Local Agency Agreement, if project includes other phases Letter of right of way certification Final FHWA approval of environmental documents

Initials	Date or N/A	Local Ad and Award Advertise for Bids (Chapter 46)
		Get Local Programs Contract Number _____ from Region Local Programs Engineer
		Approve ad period of less than three weeks
		Publish notice of bid opening
		Date of publication for sealed bids

Initials	Date or N/A	Bid Opening (Chapter 46)
		Issued addendum (if within one week of bid opening, bid opening should be delayed)
		Opened bids
		Prepared bid tabulation sheet
		Checked submitted bids for tabulation errors
		Completed bid and bidders tabulation sheet
		Checked DBE participation project goals – verify DBE certification status
		Request DBE concurrence to award from Local Programs for contracts containing DBE Goals
		Determine responsive bid
		Determine contractor qualifications
		Contractor registered by Washington State Department of Labor and Industries
		Contractor licensed as required by the laws of the State of Washington

Initials	Date or N/A	Bid Opening (Chapter 46)
		The System for Award Management (SAM) has been checked and documented (www.sam.gov/portal/public/sam)
		Award recommendation sent to approving authority
		When low bid is over engineer's estimate, submit justification and letter of award recommendation to approving authority
		Submit supplement to Local Agency Agreement
		Supplement approved by Local Programs

Initials	Date or N/A	Award of Contract (Chapter 46)
		Establish contract award date _____
		Sent "Award Letter" to successful low bidder Sent request for a DBE Utilization Certification breakdown if a DBE goal was set
		Sent "Condition of Award" to successful low bidder if DBE goals are set in the contract
		Notify all unsuccessful bidders
		Return bid bonds
		Notify second and third bidders of holding bid bonds until execution
		Sent award data to the Region Local Programs Engineer: <ul style="list-style-type: none"> Tabulation of bids Engineer's estimate Actual versus estimated costs shown in Local Agency Agreement Award letter DBE Utilization Certification, DOT Form 272-056A (if applicable) DBE Written Confirmation Document, DOT Form 422-031 (if applicable) Estimated date of contract completion or number of working days for the contract Names and addresses of all firms that submitted a quote to the successful low bidder

Date of Award is Cutoff for Charging to Preliminary Engineering

Initials	Date or N/A	Construction Administration Execution of Contract (Chapter 46)
		Sent contract and contract bond papers to contractor for signature
		"Certificate of Insurance" received from contractor
		Approving authority executed contract documents
		Notified the contractor by phone of the execution of the contract
		Executed a copy of the contract to contractor
		Sent notice to proceed to contractor, with cc to Region Local Programs Engineer
		Returned bid bonds to second and third bidders

Initials	Date or N/A	Preconstruction Conference (Chapter 51)
		Notice of preconstruction conference to: <ul style="list-style-type: none"> Contractor Region Local Programs Engineer Affected utility companies Police department Fire department Hospital Ambulance service Post Office Others _____ _____ _____
		Preconstruction conference agenda prepared
		Preconstruction conference held

Initials	Date or N/A	Preconstruction Conference (Chapter 51)
		Minutes of meeting to: Contractor Subcontractors Region Local Programs Engineer Other attending persons Invited but not represented agencies Project file
		“Training Program”: Received from contractor Approved by agency
		“Apprentice/Trainee”: Approval request from contractor Approved by agency

Initials	Date or N/A	Construction Documentation (Chapter 52)
		“Record of Material” received from WSDOT Materials Laboratory
		Contractor provides copies of permits obtained from other agencies and/or property owners: Washington State Department of Wildlife/Fisheries-Hydraulic Permit Washington State Department of Ecology Irrigation Regionals Burlington Northern Railroad Union Pacific Railroad Air Pollution Control Authority _____ _____ _____
		Temporary water pollution control plan approved
		Agency requests updated ESA species listing every six months
		Approved contractor’s progress schedule
		Received railroad insurance from contractor
		Construction diary started
		Inspector’s diary started
		“Certification of Materials Origin” received from contractor
		Material source approval received
		Plans for falsework and forms: Received from contractor Approved by agency
		Required job site posters placed by contractor: WH 1321 – Employee Rights Under the Davis-Bacon Act (project engineer to fill in contact information on the form prior to supplying to the contractor) FHWA-1022 – Notice Federal Aid Project (project engineer to fill in contact information on the form prior to supplying to the contractor) EEOC-P/E-1 – Equal Employment Opportunity IS THE Law WHD Publication 1088 – Employee Rights Under the Fair Labor Standards Act WHD Publication 1420 – Employee Rights and Responsibilities Under the Family and Medical Leave Act WHD 1462 – Employee Polygraph Protection Act WISHA F416-081-909 – Job Safety and Health Law F242-191-909 – Notice to Employees (L&I) F700-074-909 – Your Rights as a Worker in Washington State EMS 9874 – Unemployment Benefits
		Daily construction signing records started (checked twice daily and recorded)
		Weekly statement of working days started
		Material acceptance sampler appointed

Initials	Date or N/A	Construction Documentation (Chapter 52)
		Material independent assurance sampler appointed
		Appointed office engineer for progress estimates and final records
		Obtain a copy of the scale certifications
		Daily scale check
		Received FHWA Form 1391 for each July from contractor and subcontractors
		FHWA Form 1392 prepared and sent to Region Local Programs
		Received "Request to Sublet Work" and "Subcontractor or Agent Certification" from contractor
		Approved request to sublet (subject to 70 percent limit)
		Received "Intent to Pay Prevailing Wages" from contractor, subcontractors, and agents
		Received approved "Intent to Pay Prevailing Wages" from Labor and Industries (required before first payment)
		Checked first certified payroll from contractor and subcontractors to ensure payment of prevailing wages
		Conducted random check of each successive payroll
		Wage rate interviews conducted
		Checked employee interview wage rate against certified payroll and Labor and Industries approved prevailing rate
		Assigned Change Order Numbers _____ (Local Programs approval required when change order will alter the termini, character, or scope of work. Approval must be obtained before effective date of change order to be eligible for federal participation.) Prepare change order that details basis and need for the change Extension of time approved _____ days Change order signed by contractor Change order signed by surety (if required) Verbal approval obtained from approving authority Signed by approving authority Original sent to contractor Copy of approved change order sent to Region Local Programs Engineer Supplement to Local Agency Agreement approved by the Director, Local Programs
		Obtained copy of monthly estimate Verified and documented that DBE is performing a commercially useful function prior to making a monthly payment Prepared estimate Checked estimate Estimate sent to contractor Estimate received from contractor Obtain all "Intent to Pay Prevailing Wages" forms (for first month only; no payment can be made to the contractor until the form is received)
		Overview of DBE Work (Chapter 26): Verify work being done per Condition of Award Letter Conduct on-site review(s) of each DBE to determine if the DBE is performing a commercially useful function (CUF) Review change orders that affected DBE work DBE goal change approved by the Director, Local Programs
		Overview of EEO (Chapter 27): Agency designates an EEO officer Conduct on-site compliance review Monitor DOT Form 820-010 each month for each trade Notify contractor of compliance or noncompliance with the contract provisions Ensure EEO signs are posted

Initials	Date or N/A	Project Completion (Chapter 52)
		Prefinal inspection by local agency and contractor completed
		Final inspection by local construction agency and contractor completed
		Report of Non-American Made Material (GSP 0605.GR1) received from contractor
		Notice of completion sent to contractor
		Extension of time request with justification received from contractor
		Extension of time granted, _____ days
		Extension of time refused, _____ days _____ liquidated damages
		Letter sent notifying contractor of assessed liquidated damages
		Copy of completion notice requesting inspection and acceptance by Region
		Local Programs
		Contractor submitted claim
		No claim submitted
		Notice of completion to: _____
		Department of Labor and Industries
		Department of Revenue
		Received "Affidavit of Wages Paid" from contractor and subcontractors
		Received ESA species listing for the project every six months
		Received "Monthly Report of Amounts Credited as DBE Participation" from contractor
		Release received from Department of Labor and Industries
		Release received from Department of Revenue
		Comparison of preliminary and final quantities sent to approving authority
		Material certification form sent to approving authority
		Completed "Report of Contractor's Performance" for prime contractor
		As built plan completed (to be retained indefinitely)
		Final record book #1 completed
		Final estimate approved by the approving authority
		Final estimate received from contractor
		Paid final estimate
		Released retained percentage from escrow or mailed check to contractor

Initials	Date or N/A	Project Closure (Chapters 32 and 53)
		Completion letter sent to Region Local Programs Engineer (within 15 days after project is completed)
		Final billing sent to Region Local Programs Engineer (within 90 days after completion)
		Completed final field inspection by the Region Local Programs Engineer. Deficiencies (if any) will be noted on DOT Form 140-500.
		Resolve deficiencies found during the above field inspection
		Informed by Region Local Programs Engineer of WSDOT final billing approval