 Certification Acceptance   
Interview Form

Agency: Click here to enter text. Date: Click here to enter text.

Interview Conducted By: Click here to enter text.

Agency Representatives: Click here to enter text.

# **Table of Organization**

Get copy from agency and review duties, requirements, and personnel currently filling.

# **Position Responsible for the Following Functions**

| Functions | Position Responsible |
| --- | --- |
| Six-Year Transportation Improvement Program | Click here to enter text. |
| Location/Design Approval | Click here to enter text. |
| PS&E Approval | Click here to enter text. |
| Approval of Materials Sources | Click here to enter text. |
| Construction Inspection | Click here to enter text. |
| Independent Assurance Sampling/Test | Click here to enter text. |
| Project Files | Click here to enter text. |
| Training Goal Attainment | Click here to enter text. |
| ADA Compliance/Monitoring | Click here to enter text. |
| Title VI | Click here to enter text. |
| Selection of Annual Program | Click here to enter text. |
| Environmental Documents | Click here to enter text. |
| Tied Bids | Click here to enter text. |
| Construction Administration | Click here to enter text. |
| Acceptance Sampling/Test | Click here to enter text. |
| Change Orders | Click here to enter text. |
| EEO Interviews/Monitoring | Click here to enter text. |
| DBE Compliance/Monitoring | Click here to enter text. |
| Consultant Services | Click here to enter text. |

# **Consultants**

For what areas does the agency expect to use consultants?

|  |  |
| --- | --- |
| Design  PS&E Preparation  Right of Way Appraisal  Environmental  Right of Way Negotiation | Right of Way Relocation  Construction Administration  Construction Inspection  Surveying  Sampling and Testing |

Does the local agency utilize WSDOT’s Consultant Services Manual in its consultant selection processes associated with federal aid projects?  Yes  No

Does the local agency have written procedures for the selection of consultants?  Yes  No  
Comments: Click here to enter text.

If consultants are used, how will the agency monitor and control the consultant’s work?  
Click here to enter text.

Remind the agency that they will be in control of the consultant’s work and that EEO, DBE, and training should be done by the agency.

# **Title VI**

Does the local agency have a Title VI Plan and/or Nondiscrimination Agreement and is it up to date?  
 Yes  No  
Comments: Click here to enter text.

# **Right of Way**

Does the agency have procedures approved by WSDOT for:   
 Right of Way Acquisitions:  Yes  No  
 Relocation:  Yes  No

# **Procedures for Ad, Award, and Execution of Contract**

Position responsible for:

Approval to Advertise: Click here to enter text.

Prequalification of Bidders: Click here to enter text.

Award of Contract: Click here to enter text.

Execution of Contract: Click here to enter text.

Name of Legal Publication: Click here to enter text.

# **General Questions About Administration**

Who decides on and approves deviations from design prior to submittal to the state for formal approval?:  
Click here to enter text.

Describe ledger system: Click here to enter text.

Who will check payrolls, etc.?: Click here to enter text.

Describe the process for approving project special provisions: Click here to enter text.

Describe change order approval process (including those that affect the work of DBEs):  
Click here to enter text.

Describe materials testing and approval process: Click here to enter text.

Describe agency requirements for project diary and inspectors daily report keeping:   
Click here to enter text.

Describe agency process for approval of subcontractors: Click here to enter text.

How will the agency handle administration of more than one contract at the same time?:   
Click here to enter text.

How will the agency handle inspection of several phases of project at same time (e.g., dirt work, electrical, paving, structure)?: Click here to enter text.

How will the agency respond if project engineer and/or inspector are unable to be on job site due to illness, etc.? Who will handle control of project if needed person cannot be there?:  
Click here to enter text.

How does the agency manage traffic control?: Click here to enter text.

Are there written procedures for preconstruction conferences?: Click here to enter text.

# **Does the Agency Have These Necessary Manuals**

WSDOT [*Local Agency Guidelines*](http://www.wsdot.wa.gov/Publications/Manuals/M36-63.htm) (LAG) M 36-63  Yes  No  
AASHTO Policy on Geometric Design of Highways and Streets  Yes  No  
WSDOT Construction Manual  Yes  No  
WSDOT/APWA Standard Specifications  Yes  No  
APWA Amendments  Yes  No  
WSDOT Amendments and Standard Specifications  Yes  No  
Standard Item Table  Yes  No  
MUTCD  Yes  No  
WSDOT [*Design Manual*](http://www.wsdot.wa.gov/Publications/Manuals/M22-01.htm) M 22-01  Yes  No  
WSDOT [*Standard Plans for Road and Bridge Construction*](http://www.wsdot.wa.gov/Design/Standards/Plans.htm) M 21-01  Yes  No  
WSDOT[*Utility Manual*](http://www.wsdot.wa.gov/Publications/Manuals/M22-87.htm) M 22-87  Yes  No  
WSDOT [*Right of Way Manual*](http://www.wsdot.wa.gov/Publications/Manuals/M26-01.htm) M 26-01  Yes  No  
SWIBS Manual  Yes  No  
WSDOT [*Hydraulics Manual*](http://www.wsdot.wa.gov/Publications/Manuals/M23-03.htm) M 23-03  Yes  No  
WSDOT DBE Program Plan  Yes  No  
WSDOT [*Consultant Services Manual*](http://www.wsdot.wa.gov/Publications/Manuals/M27-50.htm) M 27-50  Yes  No

# **Upcoming Federal Aid Projects**

| Project Title | Scheduled to Begin |
| --- | --- |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

# **Summary**

Action to be taken by agency in following areas: Click here to enter text.

# **Comments From Reviewers**

Click here to enter text.

# **Recommendation of Review**

Full administration by agency of all projects  
 Administration by agency on a project-by-project basis  
 Administration by agency for projects up to $ Click here to enter text.  
 Deny approval for certification acceptance  
 Remove from certification acceptance status

# **Concurrence by Director, Local Programs**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Director, Local Programs |  | Date |