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region specialists in documentation or contract administration. For the reports that it prepares, WSDOT may assign any person of the classification of Transportation Engineer 3 or above to this duty. The reviewer must not have been involved in the project-level administration and the report must be signed by someone with supervisory authority over the Project Engineer or management responsibility over the Contract itself.

- **Interim Reports:**

At least once per year, the State Construction Office will create a list of all open, federally funded projects that will be divided to assign responsibility for stewardship reporting by Region. Projects identified as requiring stewardship reporting will be required to complete and interim report. The State Construction Office delegates authority of stewardship reporting responsibility to the WSDOT Regions.

Interim Reports are required on projects with 251 or more working days, as specified in the Contract Provisions. Interim Reports will be completed when a project is at 30 – 50% of working days completed. Interim Reports may be required at a greater frequency, on shorter-duration projects, or for a special purpose at the discretion of the State Construction Office.

Copies of Interim Reports will be sent to State Construction Office and forwarded to FHWA.

- **Content of Reports**

Interim Reports provide immediate summaries of uncompleted projects, communicating details in a concise and comprehensive manner. The report should clearly identify project progress, conditions that make the project unique, difficulties encountered and their resolutions.

Job Description – A description of the major elements of the work. Include a narrative about the job. Include the Contractor’s name, the award date, amount of the bid and the working days specified in the Contract Provisions.

Time and Damages – Discuss the present status of time and its relationship to the completion status. If behind, describe what is being done to catch up. Describe any suspensions or time extensions.

Change Orders – Choose one executed change order to confirm that the change was approved according to the checklist before the work started and that a cost verification is on file. Include a detailed description of high impact change orders (e.g., scope change, claim settlements, major impacts to cost and schedule).

Buy America and Build America/Buy America (BABA):

Steel and Iron - Choose one applicable bid item and verify that a completed and signed Certificate of Materials Origin (CMO) was submitted to the Project Engineer prior to incorporation into permanent work. Discuss how the office is tracking foreign material used to ensure the amount does not exceed one-tenth of one percent of the total contract cost or \$2,500.00.

Construction Materials - Review processed progress estimates to ensure that signed Certificate of Materials Origin - Required for Acceptance of Construction Materials was submitted to the Project Engineer for each paid estimate. Include information if a CMO was received that showed foreign construction materials were placed and the resolution.