

**A. PROJECT INFORMATION:**

Date of Review:

01. Federal Aid Project No.:	<input style="width: 100%;" type="text"/>		
02. District:	<input style="width: 100%;" type="text"/>		
03. Local Public Agency (LPA):	<input style="width: 100%;" type="text"/>		
04. Project Description:	<input style="width: 100%;" type="text"/>		
05. Project Location:	<input style="width: 100%;" type="text"/>		
County:	<input style="width: 100%;" type="text"/>		
City:	<input style="width: 100%;" type="text"/>		
Street(s):	<input style="width: 100%;" type="text"/>		
Encroaching on a State Highway System:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
06. Funding Source(s):	<input style="width: 100%;" type="text"/>		
07. Caltrans COE:	<input style="width: 100%;" type="text"/>		
08. Caltrans DLAE:	<input style="width: 100%;" type="text"/>		
09. Caltrans Participant(s):	<input style="width: 100%;" type="text"/>		
10. FHWA Participant(s):	<input style="width: 100%;" type="text"/>		
11. LPA Participant(s):	<input style="width: 100%;" type="text"/>		
12. LPA Contact:	<input style="width: 95%;" type="text"/>	Phone Number:	<input style="width: 20%;"/>
13. Consultant Participant(s):	<input style="width: 100%;" type="text"/>		
14. Prime Contractor Firm:	<input style="width: 100%;" type="text"/>		
15. Contract Award Amount:	<input style="width: 100%;" type="text"/>		

**B. PROJECT STAFFING (LAPM, Section 16.2) :**

01. LPA Employee in Responsible Charge of Project:	<input style="width: 95%;" type="text"/>	Phone Number:	<input style="width: 100%;"/>
02. Project Resident Engineer (RE):	<input style="width: 100%;"/>		
03. Does RE work for LPA or Consultant?	<input style="width: 100%;"/>		
04. Is RE a licensed PE?	<input style="width: 100%;"/>		
A. if yes, PE License No:	<input style="width: 100%;"/>		
B. if no, who is the licensed PE who delegated this responsibility?	<input style="width: 95%;" type="text"/>	Lic. No?	<input style="width: 55%;"/>
05. If RE is a consultant, name of consultant firm:	<input style="width: 100%;"/>		
06. Is there a list of project construction management team including names, titles and contact number on file?	<input style="width: 100%;"/>		
07. Is the construction management team adequately staffed?	<input style="width: 100%;"/>		
08. Is there an emergency contact information sheet on file containing names and contact information for local agency/consultants/contractor? This is typically a contact list of key personnel to be contacted in the event of an emergency on the project. This form is typically shared with fire, police and other emergency groups as necessary.	<input style="width: 100%;"/>		

09. Comments:

**C. GENERAL PROJECT RECORDS (LAPM, Section 16.3) :**

- 01. Are project records being kept in an organized manner with an index that describes each file category?
- 02. Are there sufficient categories to organize all required project documents?
- 03. Were requested records easily retrieved in a timely manner?
- 04. Comments:

**D. PROJECT STATUS AND CONTRACT TIME (LAPM, Section 16.6):**

- 01. Has the LPA sent the project award package, Exhibit 15-L, to Caltrans?
- 02. Has the LPA sent a copy of the project Notice to Proceed letter to Caltrans?
- 03. What is the project construction progress?
  - A. Approximate % dollars complete?  %                      Approximate % time complete?  %
- 04. Does the LPA utilize the weekly statement of working days (WSWD), Exhibit 16-A, or other acceptable method of tracking contract time?
- 05: Is the controlling operation of work clearly noted on the WSWD?
- 06. What is the original number of contract days?
- 07. Is this duration in working days (WD) or calendar days (CD) ?
- 08. What is first working day per the contract?
- 09. What is computed date for contract completion?
- 10. What is extended date for contract completion?
- A. Number of Non-Working Days recorded to date:
- B. Number of CCO Days approved to date:
- C. Number of Contract Suspension Days approved to date:
- 11. Comments:

**E. RESIDENT ENGINEER & ASSISTANT RESIDENT ENGINEER DAILY REPORTS (LAPM, Section 16.8):**

- 1. Are Daily Reports, Exhibit 16-C, or similar up-to-date? e.g. no more than a week gap.
- 2. Do Daily Reports contain the following information?
  - A. Identify full names of labor force:
  - B. Identify labor classifications:
  - C. Identify employer (name of prime contractor or subcontractor):
  - D. Identify equipment make and model numbers:
  - E. Identify breakdown of man/equipment hours worked by contract item and CCO numbers:
  - F. Identify equipment idle or down time:

- 03. Do Daily Reports contain a narrative that adequately capture daily occurrences, specific locations of overall operations, safety issues (traffic control), and significant conversations with the contractor?
- 04. Do the Daily Reports clearly identify the author with signature and date?
- 05. Is there adequate oversight of the Daily Reports by the RE? 
  - A. RE prepares their own (Weekly) Summary Report:
  - B. RE reviews Daily Reports:
  - C. RE initials Daily Reports after reviewing them:

06. Comments:

Text

**F. QUALITY ASSURANCE PROGRAM (QAP) & MATERIALS TESTING (LAPM, Section 16.11):**

- 01. Does the LPA have a copy of their QAP in the project records?
- 02. Is the approval date on the QAP less than five (5) years old?
- 03. Does the QAP contain Acceptance Testing (AT) frequency tables?
- 04. Have the AT frequency tables been modified from the Caltrans sample QAP, Exhibit 16-R?
- 05. Which test methods contract documents specify? (CT/ASTM/AASHTO/Other)
- 06. Based on the contract PS&E and the QAP, what tests have been (or will be) performed?

07. What entity is performing the AT on this project?

- 08. Are copies of up-to-date acceptance testers certifications, Exhibit 16-D, or similar in the project files?
- 09. Have the acceptance testers been certified by Caltrans, the Joint Certification Testing Program (JCTP), or other test certifiers? 
  - A. If by other test certifiers, who?
- 10. Is the materials laboratory's current certification/accreditation in the project files?
- 11. Do the project records contain copies of mix designs and their formal approvals?
- 12. Do delivery tickets/load slips contain a product or mix identification number that corresponds to the approved mix design?
- 13. Are delivery tickets/load slips being collected and initialed at the time and point of delivery?
- 14. Are the AT reports in the project files?
- 15. Are there AT Results Summary Logs, Exhibit 16-Z2, or similar in the project files?
- 16. Are there any failing AT results in project records? 
  - A. If yes, are there corresponding passing AT reports or resolution explanation in project records?
- 17. Are the AT being performed at the frequency required in the QAP?
- 18. Is the AT being coordinated and monitored by the RE/inspector?
- 19. Does the RE/Inspector see copies of the AT results in a timely manner? e.g. within 3 days
- 20. Has there been any material delivery waste, rejected or unused in loads? 
  - A. If yes, have deductions been taken from delivery load quantities?

21. Is the contractor's Notice of Materials to be Used, Exhibit 16-I, or similar in project records?

22. Are there any materials to be accepted into the project via source inspection?

A. If yes, what materials?

23. Is the Contractor required to submit Certificate of Compliance (COC) for any pre-manufactured materials incorporated into the work?

A. If yes, what materials?

24: Do the COCs contain the following information?

A. Project ID or number?

B. A lot or heat number?

C. Statement that the material complies with the contract specifications?

D. Signature by manufacturer?

25: Were the COCs accepted prior to issuing a progress payment to contractor?

26. Are the required Buy America Statements/Certifications for those material made of iron or steel and permanently incorporated into the work in project records?

27. Comments:

**G. CHANGE ORDERS (LAPM, Section 16.10):**

1. Are there any Change Order (CO) or Potential CO in project yet?

2. Is there a CO Summary Log with contingency balance tracking on file?

3. Are COs, Form CEM-4900, or similar contain the following information?

A. Adequately detail the work to be performed?

B. Specify the location(s) of work?

C. Cite applicable specifications for the work?

D. Clearly depict the method of payments?

E. Address contract time adjustment?

F. Each have a memorandum that adequately explain the reason for the CO and justify the need?

4. If any of the COs were paid at an agreed lump sum or at agreed unit price(s), are there records on file supporting the establishment of those lump sum agreed prices? e.g. independent cost estimate by agency, force account analysis.

5. If any of the COs were written and paid for at force account (time and materials), do they provide? A. Sufficient documentation on file listing the reasons for using the force account procedure?

B. Sufficient detail on Daily Reports to support the payment of time and materials on the CO work?

6. If any of the COs adjusted the contract unit bid price (adjustment in compensation) of an item(s), is there a force account cost analysis to adequately support the adjustment(s)?

7. If any of the COs provide a contract time adjustment, are there records on file supporting the time adjustment? e.g. a time impact analysis.

8. If any of the COs contain revised or new engineering drawings or specifications, have the CO drawings or specifications been stamped by a professional engineer with a valid California PE license?

- 9. Were all COs approved prior to beginning work on the CO?
- A. If not, was the LPA's prior authorization process followed and documented?
- B. If not, was the contractor given written authorization to proceed with the CO work?
- C. If not, was the CO ultimately approved in a timely manner? e.g. within 30 days.
- 10. Did the LPA make sure that no payment was made to the contractor for work under a CO until the date that the CO was fully approved?

11: Comments:

**H. PROJECT PAYMENTS (LAPM, Section 16.13):**

- 01. Has the LPA processed a progress payment to the contractor on this contract yet?
- 02: Does the progress payment provide suitable backup/documentation to support quantities and dollars amounts paid for contract item and CCO works? e.g. quantity calculation sheets (Q-Sheets, Exhibit 16-Y, or similar), quantity notations in daily reports/diaries, etc.
- 03. Are there separate Q-Sheets for each item being paid on each progress payment?
- 04: Does each Q-Sheets identify the specific portion of the work to which it applies? e.g. location, stations, etc.
- 05: Does each Q-Sheets include the measurements and calculations by which the quantity was determined?
- 06: Are weight tickets on file supporting quantities for items paid by weight?
- 07: Are Q-Sheets signed and dated?
- 08: Are Q-Sheets being checked, signed and dated by a separate individual?
- 09: Are quantities paid to date being monitored and checked against estimated quantities?
- 10. Comments:

**I. LABOR COMPLIANCE & EEO (LAPM, Section 12.9):**

- 01. Who is the LPA's Labor Compliance officer?
- 02. Was the Required Contract Provisions, Form FHWA-1273, physically attached to the prime-contractor signed construction contract?
- 03. Were the applicable federal minimum wage rates physically attached to the prime-contractor signed construction contract?
- 04. Did the LPA check at ten days (federal 10-days rule) before bid opening if the wage rates changed from when the project was first advertised?
- 05. If necessary, did the LPA issue an addendum to incorporate the latest federal wage rates revision into contract?

- 06. Have required payrolls been received from the contractor to date?
- 07. Are payrolls properly certified (original handwritten or electronic signatures) using Form WH-347, or similar including all required language of Section 3.b.(2) of FHWA-1273 Form by the contractor/subcontractors?
- 08. Are payrolls spot-checked and initialed for proper hours, wage rates and OT by the checker?
- 09. Are required federal jobsite posters and applicable wage rates posted in plain view of workers in the
- 10. Are required Employee Interviews, either Exhibit 16-N or 16-P, or similar being conducted?
- A. Are the interviews conducted at an acceptable frequency? (Min. 2 interviews per contract per month)
- B. Do the employee interviews include the appropriate signatures and dates?
- 11. Has contractor submitted required Federal-Aid Highway Construction Contractors Annual EEO Report, Exhibit 16-O, and LPA reviewed, signed, and submitted the Exhibit to Caltrans? This requirement applies to all  Yes/No/Not
- contractors who have federal-aid contracts exceeding \$10,000 and who worked any part of the last full week of July.:

12 Comments:

**J. DBE & SUBCONTRACTING ADMINISTRATION (LAPM, Sections 16.9 & 16.7):**

- 01. Who is the LPA's DBE liaison officer?
- 02. What is the Project DBE percentage goal?  %
- 03. What is the Construction Contract DBE Commitment, Exhibit 15-G percentage goal commitment?  %
- 04: If contractor did not meet the Project DBE percentage goal, did the LPA perform and file an Evaluation of Good Faith Effort, Exhibit 9-E, or similar in the project records?
- 05. Has contractor utilized all DBEs listed on Exhibit 15G as required to date?
- 06. Is there any commitment to utilize DBE trucking for this contract?  
If yes, are Monthly DBE Trucking Verification, Exhibit 16-Z1, on file?
- 07. Has contractor submitted any request to substitute a DBE as listed on Exhibit 15-G yet?  
If yes, has appropriate DBE substitution process been followed and documented by LPA?
- 08. Has any CO affected the amount of DBE work?
- 09. Has the prime contractor submitted and the RE approved the Subcontracting Request, Exhibit 16-B, prior to any subcontractor work being performed?

10. Comments:

**K. APPRENTICES (TRAINEES) (LAPM, Section 16.9):**

- 1. Are training (apprentice) provisions a part of this contract?
- If yes, what is the number of trainees (apprentices) for this contract?
- 2. Did the RE approve and file the contractor's training plan prior to start of work?

03. Does the training plan include the following?

- A. Number of trainees to be trained for each classification?
- B. Training program to be used (approved by USDOL)?
- C. Training start date for each classification?
- D. Copies of registered trainees certifications by USDOL, Bureau of Apprenticeship and Training?


04. Comments:

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**L. ENVIRONMENTAL COMMITMENTS (LAPM, Section 16.12)**

- 01. Is project's environmental clearance in project file? e.g. NEPA Clearance
- 02. Is the construction project adhering to all mitigation requirements contained in the environmental document and any regulatory permits?
- 03: Is there any written documentation to support such adherence similar to an Environmental Commitment Record (ECR) in the project records?


04. Comments:

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**M. TRAFFIC MANAGEMENT PLAN (LAPM, Section 16.5):**

- 01. Is the Traffic Management Plan (TMP) contained in the project PS&E or do the project specifications require the contractor submit one?
- 02. If contractor submitted the TMP, is a formal agency approval contained in the project files?
- 03: If necessary, does TMP provide detours built to accommodate people with disabilities, pedestrians, and bicyclists where allowed?


04. Comments:

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**N. FOLLOW UP ITEMS FOR SIGNIFICANT FINDINGS:**

Finding Description	Corrective Action	Action Plan Submittal Date

**O: Estimated date of post-construction review, if necessary:**

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**P. ADDITIONAL ITEMS FOR BRIDGE PROJECTS:**

**Concrete Records:**

- 01. Are all approved concrete mixes on file?
- 02. Are all letters of concrete mix approvals on file?
- 03. Are samples and testing notations included on pour records or diaries?
- 04. Comments:

**Bridge COs:**

- 01. For bridge design changes, has the bridge designer authorized the change?
- 02. Comments:

**Falsework Plans:**

- 01. Is there a falsework log on file showing falsework submittal history?
- 02. Are the falsework plans properly stamped?
- 03. Do the falsework plans include erection and stripping operations?
- 04. Are the falsework calculations on file and complete?
- 05. Are there records of camber and falsework deflection calculations performed by a registered engineer?
- 06. Are there records of falsework soffit and deck grades supplied to the contractor by the Engineer, which accommodate falsework settlements and deflections and bridge camber requirements?
- 07. Is there a letter from the contractor certifying that the erected falsework substantially meets approved falsework plans dated prior to concrete pours of bridge soffit and deck?
- 08. Are there any records of observed falsework settlement during and after the concrete pour?
- 09. Comments:

**Prestressing:**

- 01. Are the initial shop drawings for prestressing (submitted by the contractor) on file?
- 02. Are the initial plans properly stamped?
- 03. Is the final set of shop drawings for prestressing on file?
- 04. Are the final plans properly stamped?
- 05. Is there a record in the diaries to indicate that the prestressing ducts were checked for any obstruction after the soffit/deck pours and prior to placing the strand?



- 06. Are there records of actual prestressing in the file?
- 07. Are there records indicating the contractor's pressure gauges and jack(s) were certified and valid at stressing?
- 08. Is there proper documentation of both i) actual strand elongation vs. theoretical elongation and ii) load readings vs. contractor gauge readings?
- 09. Do the records show grouting was performed and include a copy of the certificate of compliance for the cement used?
- 10. Comments:

**Profilographs (if there is a new bridge deck or if the existing bridge deck has been modified and finish surface requirements are included in the contract):**

- 01. Are there records showing profilographs were taken before and after deck grinding?
- 02. Are all the profilograph records on file?
- 03. Comments:

**Shoring Plans (if there is/was shoring on the project):**

- 01. Are the shoring plans properly stamped?
- 02. Do the project records include complete shoring calculations?
- 03. Comments:

**Welding (if there is welding in the contract)**

- 01. Does the contract require the contractor to have a Quality Control Plan for welding?  
If yes, is the contractor's welding Quality Control Plan on file?
- 02. Comments:

**Q. Summary**