

Project Name:
 Project Number: ()

CONSTRUCTION CHECKLIST (Construction Engineering Activities)

Construction Administration – Prior To Start Of Construction

Contract Award

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Received MDT written approval of the bid award. Do not send the Notice of Award until MDT has provided written approval of bid award. |
| <input type="checkbox"/> | Sent Notice of Award Letter to the contractor. |
| <input type="checkbox"/> | Sent the Contract Award Report (see Exhibit 8-2 of the <i>MDT CTEP Manual</i>) to the Montana Department of Revenue immediately after the Notice of Award has been issued. |
| <input type="checkbox"/> | Received the signed contract, performance and payment bonds, insurance certificates and registration from the contractor. |
| <input type="checkbox"/> | Provided the CTEP Section with the name of the architect or engineer responsible for monitoring the project. |
| <input type="checkbox"/> | Provided the CTEP Section with the name of the Local Entity employee or elected official who will have overall responsibility of the project. |

Preconstruction Conference

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Set conference date and time and invited the contractor, subcontractors, MDT District Liaison and other agencies with interests in the construction. |
| <input type="checkbox"/> | Prepared materials for the conference (e.g., agenda, notes, forms, posters, roster, current wage rate determination). |
| <input type="checkbox"/> | Discussed Federal labor standards, civil rights provisions, contract terms and project schedule with the contractor and subcontractors. |
| <input type="checkbox"/> | Discussed the responsibilities of the Local Entity, contractor and architect or construction engineer. |
| <input type="checkbox"/> | Distributed the minutes of the conference to all attendees and filed a copy in the project file. |
| <input type="checkbox"/> | Included a copy of the Federal-aid CTEP Civil Rights Agenda (see Exhibit 8-3 of the <i>MDT CTEP Manual</i>) with the minutes of the conference. |
| <input type="checkbox"/> | Provided a written Notice to Proceed to the contractor. |

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CONSTRUCTION CHECKLIST (Construction Engineering Activities)

Construction Administration – During Construction

Contract Monitoring

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Periodically checked the contractor's Job Bulletin Board. |
| <input type="checkbox"/> | Conducted spot check interviews with the contractor and subcontractors employees during the second and fourth week and once a month thereafter (see Exhibit 8-4 of the <i>MDT CTEP Manual</i>). |
| <input type="checkbox"/> | Compared the results of the spot check interviews with the contractor's certified payroll information. |
| <input type="checkbox"/> | Ensured all personnel working on project site are noted on the contractor certified payroll at the appropriate wage rate and classification. |
| <input type="checkbox"/> | Ensured that the DBE contractor or subcontractor was actually supervising and performing the designated work. |
| <input type="checkbox"/> | Completed the DBE Commercially Useful Function (CUF) Report and submitted it to the CTEP Section (see Exhibit 8-5 of the <i>MDT CTEP Manual</i>). |
| <input type="checkbox"/> | Ensured the employment goals contained in the EEO Special Provisions and the provisions in Part II of FHWA 1273 were met by the contractor and each subcontractor. |
| <input type="checkbox"/> | Received weekly certified payroll and statements of compliance from the contractor and subcontractors (see Exhibits 8-6, 8-7 and 8-8 of the <i>MDT CTEP Manual</i>). |
| <input type="checkbox"/> | Investigated and resolved labor complaints or other labor violations, where applicable. |

Contract Payments

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Checked and documented all quantities used on the project |
| <input type="checkbox"/> | Prepared month progress reports for inclusion with the monthly invoices to MDT. |
| <input type="checkbox"/> | Submitted monthly progress reports and invoices to the CTEP Section for reimbursement. |
| <input type="checkbox"/> | Paid the contractor based on the quantities used on the project. |
| <input type="checkbox"/> | Retained 1% of the total amount of each partial payment due to the contractor and transmitted these funds to the Montana Department of Revenue. |

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CONSTRUCTION CHECKLIST (Construction Engineering Activities)	
Construction Monitoring	
<input type="checkbox"/>	Completed the Miscellaneous Material Form or conducted sampling and testing of all materials used on the project (see Exhibit 8-9 of the <i>MDT CTEP Manual</i>).
<input type="checkbox"/>	Conducted regular inspections of the contractor's work (see Exhibit 8-11 of the <i>MDT CTEP Manual</i>).
<input type="checkbox"/>	Evaluated and maintained a record of the contract time.
<input type="checkbox"/>	Ensured that the architect or engineer was on-site during key construction periods.
<input type="checkbox"/>	Prepared and submitted to the CTEP Section construction change orders when the plans and/or specifications were revised.
<input type="checkbox"/>	Received MDT approval for all change orders.
Force Accounts	
<input type="checkbox"/>	Received MDT approval for use of the Local Entity's personnel, equipment and/or materials on the project.
<input type="checkbox"/>	Completed the Force Account Form, Request for Quotation Form and Equipment Rental Rate Determination Form, as applicable (see Exhibits 8-12, 8-13 and 8-14, respectively, of the <i>MDT CTEP Manual</i>).
<input type="checkbox"/>	Prepared the final payment estimate based on quantity calculations and documentation.
Construction Administration – Project Closeout	
<input type="checkbox"/>	Submitted the final payment to the contractor after securing the release of all claims.
<input type="checkbox"/>	Invited the MDT District Liaison to the final inspection and conducted the final inspection.
<input type="checkbox"/>	Requested the CTEP Section to conduct a review of the project records.
<input type="checkbox"/>	Received the signed Certification of Completion from the Contractor (see Exhibit 8-15 of the <i>MDT CTEP Manual</i>).
<input type="checkbox"/>	Signed the Certification of Completion and submitted it to the CTEP Section.