

PROJECT DEVELOPMENT CHECKLIST FOR MDOT DISTRICT LPA COORDINATORS

PROJECT ACTIVATION:

1. ***LPA has submitted a written request to the MDOT District LPA Coordinator, signed by the Chief Official of the LPA, and attached a copy of the minutes of the Board or Council meeting authorizing the request to initiate the project.***
 - Is the proposed project in the STIP?
 - Will a Consultant be needed for the Project?
 - Has Environmental Division been contacted to determine probable environmental action needed?
 - Has there been a meeting with **LPA** official(s) to discuss advertisement and selection of Consultant?
 - Has the development of a [Memorandum of Understanding](#) for the project begun, with the information copied to the **MDOT** Statewide LPA Coordinator?
 - Has a project number been obtained from Contract Administration Division?
 - Has a letter been written authorizing the **LPA** to proceed to Step 2?

2. ***LPA has submitted an [LPA-001](#) form with preliminary [LPA-700](#) or [LPA-800](#) data forms attached, and signed by the Chief Official of the LPA.***
 - If used, was Consultant(s) selected in accordance with [LPA Consultant Operating Procedures for Professional Services](#)?
 - Do the anticipated Preliminary Engineering (Environmental, Design, Maps & Deeds for Right of Way) costs, Right of Way costs, and Construction costs seem to be in line with the scope of the project?
 - Is Special Match Credit being requested (Transportation Enhancement projects only)?
 - If the **LPA** is in an urbanized area (UZA), was MPO approval attached to submittal?
 - After obtaining check-off approval from the various **MDOT** divisions, was a letter written authorizing **LPA** to proceed with project development?

OVERSIGHT:

1. ***MDOT District LPA Coordinator has held a project kickoff meeting with the LPA before any work on project development begins.***
 - Has the **LPA** designated a **Project Director** and **Project Manager**?
 - Has the **LPA** determined the **professional** for preliminary engineering services?
 - If Consultant is used, has the contract between the **LPA** and the Consultant been approved by Consultant Services Unit?
 - Has the [Memorandum of Understanding](#) between the **LPA** and **MDOT** been executed?
 - Has a meeting with the **Project Director**, the **LPA's professional**, the **MDOT** District LPA Coordinator, and **MDOT** Environmental Division been established (all can be present at the kickoff meeting, if so desired)?

ENVIRONMENTAL DOCUMENTATION:

1. ***The LPA has contacted the MDOT District LPA Coordinator to start the environmental process.***

- Has a draft Purpose & Need Statement been provided?
- Has MDOT form [ENV-160-LPA](#) been provided?
- Has a preliminary project assessment been provided in accordance with the data supplied on the [ENV-160-LPA](#) form?

2. ***MDOT District LPA Coordinator has collaborated with MDOT Environmental Division and FHWA to make a determination of the Class of Environmental Action needed for the project.***

- Has the **LPA** been notified by letter of the environmental class determination, and to have its **professional** prepare the environmental documentation?
- Has the **MDOT** District LPA Coordinator told the **LPA** that only minimal design work necessary to develop the environmental document is allowed?

A. Class I (Environmental Impact Statement or EIS)

- Has a Draft EIS been submitted by the **LPA** to the **MDOT** District LPA Coordinator for forwarding to the Environmental Division?
- Has Draft EIS been approved by FHWA for presentation at a public hearing?
- Has public hearing been advertised properly?
- Were public and **MDOT** comments received and recorded appropriately?
- Has Final EIS been submitted to **MDOT** District LPA Coordinator, with a letter and a resolution from the **LPA** requesting approval of the preferred alternate, for forwarding to the Environmental Division?
- Has Mississippi Transportation Commission (**MTC**) approval of the EIS been obtained?
- Has the **MTC**-approved EIS been submitted to FHWA?
- Has FHWA issued a Record of Decision (ROD)?

B. Class II (Categorical Exclusion or CE)

- Have the appropriate environmental studies and assessments been provided in accordance with those items checked as having some minimal environmental consequence on the [ENV-160-LPA](#) form?
- Do any of the studies or assessments require public involvement?
- Has the CE package been submitted to the **MDOT** District LPA Coordinator for routing and approval?
- Has **MDOT** and FHWA approval of the CE been obtained?

C. Class III (Environmental Assessment or EA)

- Has a Draft EA been submitted by the **LPA** to the **MDOT** District LPA Coordinator for forwarding to the Environmental Division?
- Has Draft EA been approved by FHWA for presentation at a public hearing?
- Has public hearing been advertised properly?
- Were public and **MDOT** comments received and recorded appropriately?

- Has Final EA been submitted to **MDOT** District LPA Coordinator, with a letter and resolution from the LPA requesting concurrence, for routing and ultimate **MTC** approval of the “Finding of No Significant Impact” (FONSI)?
 - Has the FONSI been submitted to FHWA for approval?
3. ***At the direction of MDOT Environmental Division, the MDOT District LPA Coordinator has provided the LPA with the approved environmental action for the project.***
- Has the **LPA** been provided a letter authorizing the **LPA’s professional** to proceed with design?
 - Does the authorization letter include a list of any environmental commitments to be incorporated into the design and specifications for the project?

DESIGN AND PREPARATION OF PLANS:

1. ***The LPA’s professional is proceeding with plan development in accordance with the schedule in the engineering services agreement.***
- Has the **LPA** insured that the professional has a copy of the latest design publications listed in Section 5.1?
 - Has the **MDOT** District LPA Coordinator determined the required percentage of plan development necessary for a field review (between 30 – 50%)?
 - Have any [Design Exception Requests](#) and [Design Variance Requests](#) been received and forwarded to **MDOT** Roadway Design Division for approval?
 - Has the **LPA** initiated request and development of any required permits from state and federal agencies, as determined necessary by the **MDOT** District LPA Coordinator?
 - Has the **LPA** coordinated the scheduling of the field review with the **MDOT** District LPA Coordinator?
2. ***The MDOT District and the LPA will hold a field review.***
- Has the **LPA** provided seven half-scale copies of the plans to the **MDOT** District LPA Coordinator at least three weeks before the scheduled field review?
 - Has the **LPA** provided seven copies of an updated construction cost estimate, including a list of major pay items?
 - Are the plan sheets arranged in the prescribed order (Section 5.2)?
 - Have the sets of plans and estimates been distributed to the appropriate **MDOT** divisions?
 - After the field review, has the **LPA** furnished a corrected set of plans and a field review report incorporating all required revisions to the **MDOT** District LPA Coordinator for approval?
 - Once approved, has the **LPA** been furnished a letter authorizing them to finalize construction plans?
 - If Right of Way acquisition is required, does the letter also authorize the **LPA** to begin development of maps and deeds for a subsequent ROW phase of the project?

RIGHT OF WAY PHASE:

1. ***The MDOT District LPA Coordinator has authorized the LPA to proceed with Right of Way (ROW) activities.***
- Has the District ROW coordinator checked the maps and deeds for each affected parcel?

- Has a letter been written to the **LPA** authorizing it to proceed with the Right of Way phase?
- Has there been a detailed discussion meeting with the **MDOT** District LPA Coordinator, the **LPA's Project Director**, the District ROW coordinator, and any **professionals** the **LPA** intends to use during the ROW phase?
- If consultants are to be used, were the **LPA's ROW professionals** selected in accordance with the [ROW Operations Manual](#)?
- Do the ROW **professionals** have a current copy of the [ROW Operations Manual](#)?
- Has the District ROW coordinator determined that all ROW activities performed by the **LPA** were done in accordance with proper procedures and Federal regulations?
- Has the District ROW coordinator ensured all rights of way and legal rights of entry have been acquired?
- Has the District ROW coordinator ensured there are no potentially contaminated sites?
- Has the District ROW coordinator ensured that all relocations have been completed and ROW cleared and that there are no encroachments?
- Has the District ROW coordinator ensured that there are no known utilities in conflict with the project?
- Has the District ROW coordinator ensured there are no asbestos contaminated buildings that need to be removed?

FINAL PRELIMINARY ENGINEERING

1. *The MDOT District and the LPA will hold an office review when the plans are at least 90% complete. Before the meeting:*

- Has the **LPA** scheduled the office review with the **MDOT** District LPA Coordinator?
- Has the **LPA** provided six copies of the half-scale plans, specifications, status of ROW acquisitions, and status of any utility relocations to the **MDOT** District LPA Coordinator at least three weeks before the scheduled office review?
- Are the specifications in the appropriate format (Section 5.3)?
- Has the **LPA** provided to the **MDOT** District LPA Coordinator an updated construction cost estimate from its **professional**, including a list of all pay items separated into Federal-aid participating and non-participating?
- Do the plans and construction cost estimate fully agree with respect to pay items and quantities of each?
- Are the plan sheets arranged in the prescribed order (Section 5.2)?
- Have the sets of plans and specifications been distributed to the appropriate **MDOT** divisions?
- Has the **MDOT** District LPA Coordinator requested a DBE goal from the Contract Administration and Civil Rights Divisions?

2. *After the meeting:*

- Has the **LPA** furnished an office review report, with a memo describing all corrective actions taken, to the **MDOT** District LPA Coordinator?
- Has the **MDOT** District LPA Coordinator furnished the DBE goal for the project to the **LPA**?
- Has the **LPA** obtained all permits necessary to construct the project and furnished notice of the same to the **MDOT** District LPA Coordinator?
- If desired by the **LPA**, has the **LPA** sent a written request to the **MDOT** District LPA Coordinator for assistance with material testing on the construction project?
 - (If so, has the **MDOT** District LPA Coordinator responded back to the **LPA** of the District Materials Engineer's ability to perform this testing?)

PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E) ASSEMBLY

1. ***The LPA has completed all environmental, design, and Right of Way activities, and is desiring to proceed to the Construction phase.***
 - At a minimum of 14 days before submittal of the PS&E assembly, has the **LPA** submitted the following five reports to the **MDOT** District LPA Coordinator, signed by the **LPA's Project Director**:
 - Right of Way?
 - Utility?
 - Encroachment?
 - Hazardous Waste?
 - Asbestos Abatement?
 - Has the **MDOT** District LPA Coordinator verified the accuracy of the five reports with the District ROW Coordinator?
 - Has the **LPA** requested issuance of the Certifications by **MDOT** Right of Way Division from the **MDOT** District LPA Coordinator, for inclusion into the PS&E assembly?
2. ***Following issuance of the ROW certifications, the LPA has submitted the PS&E assembly.***
 - Were three sets of all the items listed below submitted?
 - Was the transmittal letter signed by the **Chief Official** of the **LPA**?
 - Did the transmittal letter include:
 - A request for authorization to advertise for bids and proceed to the construction phase of the project?
 - The name of the **LPA's Project Director**?
 - The name of the **LPA's Project Manager**?
 - The name of the **Project Engineer/Architect**?
 - If no **Project Engineer/Architect** was listed, was there a request to advertise for Construction Engineering and Inspection (CE&I) services (**NOTE**: If the **LPA** desires to use the design **professional** as the **Project Engineer/Architect**, and the selection of that professional was previously concurred in by **MDOT**, then the **LPA** should attach an unexecuted supplemental agreement for **MDOT** approval.)?
 - Did the **LPA** submit a copy of the approved project funding worksheet ([LPA-001](#)), and the [LPA-700](#) or [LPA-800](#) form?
 - Did the **LPA** submit the project plans?
 - Title sheet stamped and signed by the LPA's professional?
 - Each sheet has the **MDOT** construction project number and county printed on it?
 - Did the **LPA** submit the specifications and proposal document?
 - Does the document conform to Section 5.3 in content, technical correctness, and order of documents?
 - Was the **LPA professional's** [Design Statement](#) included in the submission?
 - Was the **LPA professional's** construction cost estimate, with estimated CE&I costs, material testing costs, and contingencies, included with the submission?
 - Was the cost estimate stamped by the **LPA's professional**?
 - If the submittal is for a Transportation Enhancement project, and the **LPA** plans to utilize Special Match Credit, is there a [Statement of Special Match Credit Expenditure](#) included in the submission that is signed by the **Chief Official** of the **LPA**?
 - If the project will encroach on **MDOT** Right of Way, does the submission include a copy of the approved [MDOT Right-of-Way Encroachment Permit](#)?

- Are the following **MDOT**-supplied certifications (as applicable) included in the submittal:
 - Right of Way?
 - Utility?
 - Encroachment?
 - Hazardous Waste?
 - Asbestos Abatement?
 - If the project involves a building restoration, is a [Termite Certification](#) included in the submittal?
 - Did the **LPA** include a copy of the **MDOT** certifications of the material testing laboratory and technicians to be used on the project?
 - If the **LPA** intends to have **MDOT** to perform part or all of the material testing on the project, does the submittal include both a statement requesting Federal-Aid participation for **MDOT's** sampling and testing, **and** a copy of the **MDOT** letter agreeing to perform the sampling and testing (**NOTE: MDOT** shall perform all quality assurance testing on projects using **MDOT's** QC/QA specifications for hot mix asphalt or concrete, and that testing will be charged to the project)?
 - Did the **LPA** include the FHWA-approved environmental document for the project (and the approved environmental re-evaluation if the original document is more than three years old)?
 - If the cost estimate exceeds the approved funds for the project, did the **LPA** submit a letter detailing how it plans to provide the additional funding for the project above the normal local share (including MPO action for projects located in an UZA)?
 - Were the required permits included in the submittal?
 - Has the **MDOT** District LPA Coordinator reconciled all differences or shortages in the submittal with the **LPA**?
3. ***The MDOT District LPA Coordinator has forwarded the PS&E assembly to the Contract Administration and Construction Divisions.***
- Has **MDOT** Construction Division concurred in the specifications and proposal document?
 - Has **MDOT** Contract Administration Division (CAD) obtained FHWA authority to advertise for bids?
 - Has the **MDOT** District LPA Coordinator, via CAD, issued a letter granting the **LPA** authority to advertise?
 - Has the **MDOT** District LPA Coordinator met with the **LPA** to determine the timing of advertisement, opening, and award of bids?

ADVERTISEMENT, OPENING, AND AWARD OF BIDS FOR CONSTRUCTION

1. ***The LPA has received bids for construction.***
- Were any changes or addendums to the proposal or plans issued by the **LPA** between advertisement and receipt of bids?
 - If so, were the changes or addendums sent to the **MDOT** District LPA Coordinator for subsequent review and approval by **MDOT** Construction Division?
2. ***The LPA is requesting approval of bids and desires to take action.***
- Has the **LPA** requested approval of the bids within 14 days of the bid opening?
 - Did the request include the **LPA professional's** signed evaluation of the bids?
 - Was a copy of the minutes of the **LPA** meeting requesting award or rejection of bids included in the request?
 - Was the [LPA Sampling and Testing Proposal](#) submitted for approval (awarded projects only)?

2a. The LPA recommends rejection of all bids.

- Did the **LPA** include a detailed evaluation of the bids and justification for rejecting and/or readvertising, signed by the **Chief Official** of the **LPA** and the **LPA's professional**?
- Was one certified copy of the bid tabulations for all bidders, including the **LPA professional's** construction estimate, provided in the request?
- Was a copy of the Sworn Proof of Publication provided in the request?

2b. The LPA recommends award to the lowest responsive bidder.

- Did the **LPA** submit an original Non-Collusion Affidavit from the recommended bidder?
- Did the **LPA** submit an original [Bidding Statement](#)?
- Were five signed and certified original Bid Tabulations submitted?
- Did the bid tabs include the **LPA professional's** construction estimate?
- Did the **LPA** include a detailed evaluation of the bids and justification for award, signed by the **Chief Official** of the **LPA** and the **LPA's professional**?
- Has the **LPA** included a copy of the Section 905 Proposal bid sheet(s) for the recommended bidder, including the DBE commitment?
- Has the **LPA** included the original signed [DBE-1](#) and [DBE-5](#) Form(s) completed by the recommended bidder?
- Was a copy of the Sworn Proof of Publication provided in the request?
- Has the **LPA** provided the name of the **Safety Officer** (if required by the **MDOT** District LPA Coordinator), with copies of the training certificates for the person so designated?
- Has the **LPA** designated the person authorized to sign estimates for the **LPA (Chief Official, Project Director, Project Manager, etc.)**?

3. The MDOT District LPA Coordinator has forwarded the LPA's recommended action on bids package to the Contract Administration Division.

- Has **MDOT** Contract Administration Division (CAD) received all the required documents?
- Has the approval of the [LPA Sampling and Testing Proposal](#) been forwarded to CAD?
- Has CAD issued a letter, with instructions to the **LPA**, either authorizing award or concurring in the request to reject/readvertise?
- Has the **LPA** sent the executed documents to the **MDOT** District LPA Coordinator for forwarding to CAD?
- Has CAD sent a Project Agreement and the [CAD-001](#) and [CAD-002](#) files to the **LPA** and the **Project Engineer/Architect** (via the **MDOT** District LPA Coordinator)?

CONSTRUCTION ADMINISTRATION

1. The LPA has executed the contract with the Contractor.

- Has the **LPA** organized and held a preconstruction conference?
- Has the **Project Director** prepared a sign inventory (if applicable)?
- Has the **Project Director** received an acceptable erosion control plan from the contractor, and forwarded it to the **MDOT** District LPA Coordinator for approval?
- Has the **Project Engineer/Architect** submitted a [LPA Sampling and Testing Proposal](#) to the **MDOT** District LPA Coordinator no later than 10 days before issuance of the Notice to Proceed, for subsequent approval by the District Materials Engineer?
- Has the **LPA** been notified with written approval of the [LPA Sampling and Testing Proposal](#)?
- Has the **LPA** issued a Notice to Proceed to the Contractor?

2. ***The Contractor has begun work on the project.***

- Has the ***Project Engineer/Architect*** received a letter from the Contractor assigning the project superintendent, safety officer, EEO officer, and any others required in the contract?
- Has the contractor held its initial EEO and Safety meeting, and did the ***Project Engineer/Architect*** provide a copy of the minutes of the meeting?
- Has the ***Project Engineer/Architect*** submitted a [First Construction Report](#) to the ***MDOT*** District LPA Coordinator?
- Is the ***Project Engineer/Architect*** maintaining a daily record ([Project Diary](#)) of the Contractor's personnel, equipment, and activities?
- Has the ***MDOT*** District LPA Coordinator (or the District representative) held a project inspection during the early phase of construction work, and reported any findings to the ***LPA***?
- Has the ***LPA's*** representative who signs the monthly estimates had a meeting with the ***MDOT*** District LPA Coordinator and the Contract Administration Division before submittal of the first progress estimate?

3. ***Construction of the project proceeds (on-going checklist).***

- Is the Contractor on schedule?
- Is the ***Project Engineer/Architect*** maintaining the [Project Diary](#) on a daily basis?
- Are monthly progress estimates being submitted by the ***LPA***, with attached [DBE-4](#) forms, on schedule?
- Are the DBE's listed on the form [DBE-1](#) being utilized?
- Is the ***Project Engineer/Architect*** insuring that the sampling and testing of construction materials on the project is in accordance with the approved [LPA Sampling and Testing Proposal](#)?
- Has the ***Project Engineer/Architect*** provided written documentation to the ***MDOT*** District LPA Coordinator on the resolution of any work which incorporated materials not meeting the specifications?
- Is the ***Project Engineer/Architect*** keeping the ***MDOT*** District LPA Coordinator informed of the need and timing of any required quality assurance testing by the District Materials Laboratory?
- Has the ***MDOT*** District LPA Coordinator (or the District representative) held at least monthly project inspections during major phases of construction work, and reported any findings to the ***LPA***?

3a. ***The LPA needs to execute a supplemental agreement with the Contractor.***

- Has the ***LPA*** notified the ***MDOT*** District LPA Coordinator of the need for a Supplemental Agreement (S/A) and submitted a draft?
- If acceptable, has the ***MDOT*** District LPA Coordinator forwarded the S/A to Construction Division for review?
- Is a Quantity/Cost Adjustment necessary with the S/A (see item 3b below)?
- After review, has the S/A been returned to the ***LPA*** for ***Project Engineer/Architect***, Contractor, and Surety signatures?
- Has the ***MDOT*** District Engineer approved and signed the S/A?
- If the S/A is over \$100,000, or is a no cost time extension, has Construction Division obtained Commission approval?
- Has ***MDOT*** Contract Administration Division obtained a revised Project Agreement from FHWA (if needed)?
- Has the ***MDOT*** District LPA Coordinator returned the approved S/A to the ***LPA*** for signature and execution?

- Has the **LPA** and the **MDOT** District LPA Coordinator insured that no work covered under the S/A was performed by the Contractor until the S/A was executed?
- Has the **LPA** sent 3 copies of the executed S/A to the **MDOT** District LPA Coordinator?

3b. A Quantity/Cost Adjustment (QCA) is needed.

- If the project is located within a UZA, was MPO funding approval attached to the QCA?
- Did the **LPA** submit the original and three (3) copies of the QCA?
- If the project is not located within a UZA, has Contract Administration Division obtained a letter from **MDOT** Planning Division approving any additional funds needed?

4. The LPA's Project Engineer/Architect is keeping up with other Federal requirements (on-going checklist).

- Has the **LPA's Project Engineer/Architect** ensured that the bulletin board is kept up to date?
- Has the Contractor held EEO and Safety meetings at least every six months during the life of the contract, and did the **LPA's Project Engineer/Architect** provide a copy of the minutes of these meetings?
- Is the **LPA's Project Engineer/Architect** regularly receiving two copies of certified payrolls from the prime contractor and any subcontractors used on the project?
- Are these payrolls being checked by the **LPA's Project Engineer/Architect**, and being forwarded to the **MDOT** District LPA Coordinator and **MDOT** Office of Civil Rights?
- Is the **LPA's Project Engineer/Architect** completing a labor questionnaire bi-weekly on a different laborer each time?
- Has the **LPA's Project Engineer/Architect** obtained a completed [FHWA 1391](#) from the prime contractor and all subcontractors (done in July of each year)?
- Is the **LPA's Project Engineer/Architect** completing a [Traffic Control Plan Report](#) bi-weekly for roadway projects?
- Is the **LPA's Project Engineer/Architect** conducting a weekly meeting with the Contractor to go over siltation and erosion control measures, and providing a letter on the outcome of the meeting to the **MDOT** District LPA Coordinator?
- Is the **LPA's Project Engineer/Architect** closely monitoring the use of any DBE firms on the project, including insuring that the DBE goal is met and submitting form DBE-3 at the appropriate times?

FINAL ACCEPTANCE OF THE PROJECT

1. The LPA needs a Final Inspection by MDOT.

- Has the **Project Engineer/Architect** requested a final inspection from the **MDOT** District LPA Coordinator?
- Has Construction Division been contacted to set up the final inspection?
- Was there a punch list developed as a result of the final inspection?
- Has the **MDOT** District LPA Coordinator determined that all punch list items have been addressed by the **LPA** and the Contractor?
- Has the **MDOT** District LPA Coordinator obtained a Release of Maintenance from Construction Division, and forwarded that release to the **LPA**?
- Has the **LPA** issued the Release from Maintenance to the Contractor?

2. ***The LPA needs to obtain Final Acceptance from MDOT within 90 days from Release from Maintenance date.***

- Has the **LPA** submitted a Final Estimate package to the **MDOT** District LPA Coordinator?
- Was all the documentation required in Section 7.9 attached?
- Did the Final Estimate package show that the total project cost exceeds the approved Project Agreement?
- If so, did the **LPA** provide documentation on how it plans to take care of the overage?
- Has Contract Administration Division notified the **MDOT** District LPA Coordinator that the Final Estimate package is in order, and provided a Final Acceptance letter to the **LPA**?
- Has the **LPA** issued a Final Acceptance letter to the contractor, and requested a final payment from **MDOT**?
- Was the Contractor issued Final Payment within 45 days of the **LPA's** Release from Maintenance?