

# PROJECT ITEMS CHECK LIST

Project No. \_\_\_\_\_

	Action Required	Action Completed	Form No	Action or Form Name	Responsible for work
1	<input type="checkbox"/>	<input type="checkbox"/>		Obtain plans, proposals and cross sections from the Construction Office.	Project Manager and/or Inspector
2	<input type="checkbox"/>	<input type="checkbox"/>		Check the quantities on the contract plans.	Project Manager and/or Inspector
3	<input type="checkbox"/>	<input type="checkbox"/>		Make out field books	Project Manager and/or Inspector
4	<input type="checkbox"/>	<input type="checkbox"/>		Review section II of the KDOT construction manual.	Project Manager and/or Inspector
5	<input type="checkbox"/>	<input type="checkbox"/>		Complete a general review of the plans, proposals and cross sections and review project site.	Project Manager and/or Inspector
6	<input type="checkbox"/>	<input type="checkbox"/>		Obtain a copy of the CMS materials report from the Office Coordinator or CMS Technician.	Project Manager and/or Bookkeeper
7	<input type="checkbox"/>	<input type="checkbox"/>		Obtain a laptop/PC from the Office Coordinator or CMS Technician and load project data.	Project Manager and/or Bookkeeper
8	<input type="checkbox"/>	<input type="checkbox"/>		Format disks to be used for data transfer to the area machine and daily backup, (M,W,F)(T,Th,S).	Project Manager and/or Bookkeeper
9	<input type="checkbox"/>	<input type="checkbox"/>		Review the CMS Materials Report and mark material items which will not be required	Project Manager
10	<input type="checkbox"/>	<input type="checkbox"/>		Review the CMS Materials Report for basis of acceptance of primary and component materials.	Project Manager
11	<input type="checkbox"/>	<input type="checkbox"/>		Create a list of required material certifications to presented to the contractor at the precon. conference.	Project Manager
12	<input type="checkbox"/>	<input type="checkbox"/>	259 & 260	Send a letter to the successful bidder to advise him who to contact to schedule preconstruction conference, include copies of breakdown of trade wages. Include copies of KDOT forms no. 259 and 260, request for <b>approval of subcontractors</b> .	Office
13	<input type="checkbox"/>	<input type="checkbox"/>			
14	<input type="checkbox"/>	<input type="checkbox"/>			

## Required Submittals from Contractor

(Office will give copies to the Project Manager)

- |    |                          |                          |   |
|----|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | Names of all material suppliers with a list of their respective materials.                        |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | Name and telephone number of project superintendent including after hours number.                 |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | Name and telephone number of those responsible for traffic control, including after hours number. |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | Mix design information. (concrete, bituminous, etc.)  |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | Concrete Admixtures (see Special Provision 90M-30-R2) & trial batches.                            |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | Process control plan.   |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | Electronic fund transfer, (estimate payment), if desired.   |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | SWPPP Plan from Contractor  |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | Drill Shaft Plan.   |

## Preconstruction Meeting

	Forms Required	Forms Completed	Form No.		
1	<input type="checkbox"/>	<input type="checkbox"/>	259 & 260 & 1002	Contractor should submit the following items: Progress work schedule, safety plan, EEO plan, breakdown of trade wages forms, KDOT forms 259 and 260, If not previously submitted, quality control plan, details and locations of borrow areas, construction details and locations of haul roads, details and locations of waste areas. Submit form 1002, request for approval of trainees Highway. If applicable, a letter requesting Bi-monthly pay estimates, a letter and invoice for the payment of contract bond if applicable. A request for electronic payment of estimates.	
2	<input type="checkbox"/>	<input type="checkbox"/>		Review project evaluation form.	Project Manager
3	<input type="checkbox"/>	<input type="checkbox"/>		Check file copies of environmental permits.	Project Manager
4	<input type="checkbox"/>	<input type="checkbox"/>		Review Erosion control plan.	Project Manager
5	<input type="checkbox"/>	<input type="checkbox"/>		Review Drilled Shaft plan.	Project Manager
6	<input type="checkbox"/>	<input type="checkbox"/>		Talk to contractor about section corners and quarter section points that will be disturbed.	Office and Project Manager
7	<input type="checkbox"/>	<input type="checkbox"/>		Inform the prime contractor of what is require for the project bulletin board.	Office
8	<input type="checkbox"/>	<input type="checkbox"/>		Record the minutes of the Preconstruction meeting.	Office
9	<input type="checkbox"/>	<input type="checkbox"/>		Write press release and notify District PAM	Office
10	<input type="checkbox"/>	<input type="checkbox"/>		Complete Alert Bulletin	Office

## Project Started

1	<input type="checkbox"/>	<input type="checkbox"/>	Submit for approval contractor borrow and/or waste areas, (cross section if applicable.)	Project Manager and/or Inspector
2	<input type="checkbox"/>	<input type="checkbox"/>	At least one month before construction of drilled shafts insure that the contractor has submitted a drilled shaft installation plan.	Project Manager and/or Inspector
3	<input type="checkbox"/>	<input type="checkbox"/>	Sample soil from borrow area and submit to regional materials lab for standard proctor & atterburg limits.	Project Manager and/or Inspector
4	<input type="checkbox"/>	<input type="checkbox"/>	Enter all test results and pay quantities (at a minimum of weekly.)	Project Manager and/or Inspector
5	<input type="checkbox"/>	<input type="checkbox"/>	Insure that all survey information is turned in to meet specification which should include that the section corners have been referenced	Project Manager and/or Inspector
6	<input type="checkbox"/>	<input type="checkbox"/>	258 Check with CMS technician /Office Coordinator to insure that notice to proceed has been issued.	Project Manager
7	<input type="checkbox"/>	<input type="checkbox"/>	Check with CMS technician/Office Coordinator to insure that all subcontractors for the project have been approved.	Project Manager
8	<input type="checkbox"/>	<input type="checkbox"/>	258A Notify the CMS technician/Office Coordinator of work starting this date, same day work begins. <b>Notice of Work Starting</b>	Project Manager
9	<input type="checkbox"/>	<input type="checkbox"/>	7 days in advance of the work, submit any information concerning road closures, lasting for more than one day to the Construction Office.	Project Manager and/or Inspector
10	<input type="checkbox"/>	<input type="checkbox"/>	Submit weekly: data transfer disk	Project Manager and/or Bookkeeper
1	<input type="checkbox"/>	<input type="checkbox"/>	Submit daily to the Construction Office: Lane closures or traffic control changes for the next days work prior to 3:30 PM.	Project Manager and/or Inspector
1:	<input type="checkbox"/>	<input type="checkbox"/>	Submit Bi-monthly: Data transfer disk containing template data, which has been checked against field books for contractor pay estimates.	Project Manager and/or Bookkeeper
1:	<input type="checkbox"/>	<input type="checkbox"/>	Check contractor bulletin board to insure conformance with special provisions.	Project Manager and/or Inspector
1:	<input type="checkbox"/>	<input type="checkbox"/>	Videotape designated haul roads that were submitted at the preconstruction conference.	Project Manager and/or Inspector
1:	<input type="checkbox"/>	<input type="checkbox"/>	Check to insure that the contractor has submitted an information sheet (information on surveyor) to the office.	Project Manager and/or Inspector
1:	<input type="checkbox"/>	<input type="checkbox"/>	Check certified payrolls <b>weekly</b> for both the Prime and sub-contractors.	Project Manager and/or Inspector
1'	<input type="checkbox"/>	<input type="checkbox"/>	Submit to Office reports for trainee hours.	Project Manager and/or Bookkeeper
1:	<input type="checkbox"/>	<input type="checkbox"/>	209 Conduct <b>wage rate</b> interviews, one per quarter, per contractor or sub-contractor.	Project Manager and/or Inspector

1'	<input type="checkbox"/>	<input type="checkbox"/>	Enter test reports, as certifications are received, of materials used to complete the Contract Materials Report Final.	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	Review Contract Materials Report @25%, 50%, 75%, or 20%, 40%, 60% complete to insure that it is accurate and up to date.	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	217 Submit as required: <b>Log of Pile</b>	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	Submit as required: verification samples, i.e., Lime, Thermo plastic fly ash, pavement marking beads, re-steel, cement, ect.	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	Check segregation of bituminous material.	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	Begin a punch list for items requiring the contractor's attention at the end of phase or completion of project.	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	Record the completion date of pavement marking installation.	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	Insure punch list item work is completed.	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	232 Have the project reviewed by the Engineer for issuance of Notice of partial acceptance or, <b>Notice of Acceptance.</b>	Project Manager
2'	<input type="checkbox"/>	<input type="checkbox"/>	290 Submit form no. 290 for all accidents in the work zone.	Project Manager and/or Inspector
2'	<input type="checkbox"/>	<input type="checkbox"/>	Check the percent of work completed against the percent of time completed. See sect. 108.04, Std. Spec.	Project Manager and/or Inspector
3'	<input type="checkbox"/>	<input type="checkbox"/>	As project progress fill out project evaluation form.	Project Manager
3'	<input type="checkbox"/>	<input type="checkbox"/>	Check on QC/QA price adjustment during the contract.	Project Manager and/or Inspector
3'	<input type="checkbox"/>	<input type="checkbox"/>	242B or 242C Check smoothness recap when complete.	Project Manager and/or Inspector
3'	<input type="checkbox"/>	<input type="checkbox"/>	266 Complete Earthwork Computations	Project Manager and/or Inspector
3'	<input type="checkbox"/>	<input type="checkbox"/>	On projects with full federal oversight the FHWA must be notified of major changes in contractor.	Office and Project Manager
3'	<input type="checkbox"/>	<input type="checkbox"/>	Deduct liquidated damages as soon as incurred, with approval of the Bureau of Construction and Maintenance.	Project Manager and/or Inspector
3'	<input type="checkbox"/>	<input type="checkbox"/>		
3'	<input type="checkbox"/>	<input type="checkbox"/>		

## Finaling the Project

1.	<input type="checkbox"/>	<input type="checkbox"/>	Establish the final quantities for each contract item.	Project Manager and/or Inspector	
2.	<input type="checkbox"/>	<input type="checkbox"/>	Enter comment into field documentation for all lines that are zeroed by change order.	Project Manager and/or Inspector	
3.	<input type="checkbox"/>	<input type="checkbox"/>	Write final change orders for the project based on final quantities and submit to Construction Office.	Project Manager and/or Inspector	
4.	<input type="checkbox"/>	<input type="checkbox"/>	292 Complete Price adjustment for Bituminous material on project. (IF QC/QA project only need this form for the Commercial Grade Material, i.e.: Class A or Class B)	Project Manager and/or Inspector	
5.	<input type="checkbox"/>	<input type="checkbox"/>	Insure that the computations and recaps are submitted with the change orders.	Project Manager and/or Inspector	
6.	<input type="checkbox"/>	<input type="checkbox"/>	Balance Materials Report Final based on final change order quantities.	Project Manager and/or Inspector	
7.	<input type="checkbox"/>	<input type="checkbox"/>	Insure that the contractor has submitted all staking notes per Std. Spec.	Project Manager and/or Inspector	
8.	<input type="checkbox"/>	<input type="checkbox"/>	Pay final estimate quantities at the time of change order approval.	Project Manager and/or Inspector	
9.	<input type="checkbox"/>	<input type="checkbox"/>	47 <b>FHWA-47</b> , Submit within 180 days of final acceptance	Office	
10.	<input type="checkbox"/>	<input type="checkbox"/>	Review pavement marking at the end of the 180 day evaluation.	Project Manager and/or Inspector	
11.	<input type="checkbox"/>	<input type="checkbox"/>	232 Issue <b>Notice of Acceptance</b> forms to District Office.	Office	
12.	<input type="checkbox"/>	<input type="checkbox"/>	Std. 77 <b>Std. Form no. 77</b> , Tax exempt projects	Office	
13.	<input type="checkbox"/>	<input type="checkbox"/>	220 <b>Certification of Completion of work.</b>	Office	
14.	<input type="checkbox"/>	<input type="checkbox"/>	222 <b>Affidavit of contractor</b>	Office	
15.	<input type="checkbox"/>	<input type="checkbox"/>	265 Recapitulation of working days. (Projects under disincentive.	Office	
16.	<input type="checkbox"/>	<input type="checkbox"/>	270 DBE Affidavit.	Office	
17.	<input type="checkbox"/>	<input type="checkbox"/>	276 Certified inspector review, (LPA only).	LPA Coordinator	
18.	<input type="checkbox"/>	<input type="checkbox"/>	277 Complete Contractor Review Questionnaire	Project Manager	
19.	<input type="checkbox"/>	<input type="checkbox"/>	Complete As-Built Plans	Project Manager and/or Inspector and/or Surveyor	
20.	1	<input type="checkbox"/>	<input type="checkbox"/>	Letter of certification of acceptance tests.	Project Manager
21.	<input type="checkbox"/>	<input type="checkbox"/>	Deviations and Exceptions report.	Project Manager	

22.

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When 657 form from the District Engineer is received, archive the project off of the area machine and submit files and field books to the district office.

Office, Project Manager &  
Bookkeeper

## COMPLETION OF PROJECT

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1.	<input type="checkbox"/>	<input type="checkbox"/>	299	Forms <b>299</b> shall be submitted when all items are complete.	Office
2.	<input type="checkbox"/>	<input type="checkbox"/>	235	LPA Projects – Complete Project Related Items Checklist	LPA Coordinator
3.	<input type="checkbox"/>	<input type="checkbox"/>		In-depth inspection reports for all new or repaired bridges.	Office and/or Project Manager
4.	<input type="checkbox"/>	<input type="checkbox"/>		Submit completed project rehabilitation form.	Office and/or Project Manager
5.	<input type="checkbox"/>	<input type="checkbox"/>			
6.	<input type="checkbox"/>	<input type="checkbox"/>			

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