

## Local Public Agency: Project Checklist

Project Number: \_\_\_\_\_ TIP Number: \_\_\_\_\_ ONEDOT DATE: \_\_\_\_\_

CHECK <input checked="" type="checkbox"/> Documents are in File	DATE OF COMPLETION	ACTIVITY DESCRIPTION AND REFERENCE SECTION
		<i>Note:</i> This checklist and other forms and documents related to federal aid projects can be found at: <a href="http://www.modot.mo.gov/business/manuals/localpublicagency.htm">http://www.modot.mo.gov/business/manuals/localpublicagency.htm</a>
		Project Sponsor has obtained a DUNS number DUNS Number: _____
		Project sponsor has registered in the CCR database
		Project has ONEDOT Approval. <i>Note:</i> Projects cannot move forward with reimbursable expenses prior to FHWA approval. Approval Date: _____
		Programming Data Form sent to Resource Management
		Program Agreement is executed by local sponsor and the Missouri Highways and Transportation Commission (MHTC). FHWA Form 1273 is attached.
		Project followed proper selection process for consultant ( <i>must advertise</i> ). Documentation must include: advertisement, evaluation criteria, evaluation forms and written documentation of selected consultant Consultant selected: _____
		Sponsor agreement includes FFATA provisions and any necessary JSPs.
CHECK <input checked="" type="checkbox"/> Documents are in File	DATE OF COMPLETION	ACTIVITY DESCRIPTION AND REFERENCE SECTION
		Consultant has obtained a DUNS number. DUNS Number _____
		Consultant has registered in the CCR database
		District submits PE obligation request to Resource Management (if applicable)
		E-mail from Resource Management and copy of FHWA approved summary sheet for PE
		District letter to LPA giving consultant authority to begin design

## Local Public Agency: Project Checklist

Project Number: \_\_\_\_\_ TIP Number: \_\_\_\_\_ ONEDOT DATE: \_\_\_\_\_

		Design Division- Environmental Section has reviewed for National Environmental Protection Act (NEPA) impact.
		Section 106 clearance is received from State Historic Preservation Office (SHPO) to MoDOT Design Division- Environmental Section and forwarded to District. A copy of this clearance is kept in project file.
		Right of Way Plans Approval date _____
		'A- Date' issued or Notice to Proceed with Right of Way acquisition If applicable, 'A-Date': _____ (FHWA Approval date)
		Project follows Relocation Act and a copy of document to support acquisition is in the project file.
		MoDOT is sent a copy of documentation to support acquisition.
		Central Office Right of Way clearance date _____
		Utility Relocation Status
<b>CHECK <input checked="" type="checkbox"/></b> <b>Documents are in File</b>	<b>DATE OF COMPLETION</b>	<b>ACTIVITY DESCRIPTION AND REFERENCE SECTION</b>
		Project has obtained all applicable environmental clearances
		Recovery Act JSP is included in the Bidding Documents ( <i>Fig. 10-1 LPA Manual Bid Proposal Checklist for additional federal requirements completed</i> )
		Project is ADA compliant
		Contractor has obtained a DUNS number Include this number in contract Documents DUNS Number _____
		Provide initial data information to MoDOT
		Construction Authorization E-mail from Resource Management containing the FHWA approved summary sheet

## Local Public Agency: Project Checklist

Project Number: \_\_\_\_\_ TIP Number: \_\_\_\_\_ ONEDOT DATE: \_\_\_\_\_

		Contractor has registered in the CCR database
		District letter to LPA giving authority to advertise
		Request sent to Resource Management requesting concurrence of selection of lowest bidder.
		Email from ECR giving concurrence of DBE participation
		Concurrence letter from Resource Management on selection of lowest bidder.
		District concurrence letter to LPA on selection of lowest bidder.
		Bid Award Obligation Approval e-mail from Resource Management and copy of FHWA approved summary sheet
<b>CHECK <input checked="" type="checkbox"/></b> <b>Documents are in File</b>	<b>DATE OF COMPLETION</b>	<b>ACTIVITY DESCRIPTION AND REFERENCE SECTION</b>
		Pre-construction meeting information
		District letter to LPA giving Notice to Proceed
		Change Orders are approved and in file (change orders must be approved prior to beginning/start of work)
		Field Diaries are being used to track work and quantities
		Labor Records are being kept and submitted as appropriate
		Labor Interviews are being conducted as required
		All information posters are posted in a conspicuous place within the project limits
		Semi-final inspection

Local Public Agency: Project Checklist

Project Number: \_\_\_\_\_ TIP Number: \_\_\_\_\_ ONEDOT DATE: \_\_\_\_\_

---

		Final inspection Date _____
		Final Acceptance Date _____
		Final certifications submitted to close out the project