

PROJECT ADMINISTRATION REVIEW

Project No. _____	Month: _____
FAP No. _____	Year: _____
Date of Review: _____	Report No.: _____
Town: _____	Chief Inspector: _____
Original Contract Value: _____	Original Calendar Days: _____
Revised Contract Value: _____	Revised Calendar Days: _____
Estimate to Date: _____	Days Used to Date: _____
	(including Winter Shutdown)

* See comments and explanations on page 2

* Yes No N/A

1. Has CON-100 M been signed by the Town and distributed?
2. Are DWR's up-to-date and contain the pertinent information/ documentation (as per manual)?
3. Are 5 DWRs per month sign by the Municipal Administrator and the remainder signed by others?
4. Is the CON-136 Base/Bituminous Reports for paving operations being used?
5. Is the Volume II being maintained, as per manual, including posting of test results?
6. Is the Volume III (computations book) following format to provide acceptable audit trial?
7. Is the Volume IV (miscellaneous data) up to date?
8. Is the submission of payrolls (prime/subs) recorded and up to date?
9. Are there sufficient Labor Wage Checks (as per manual)?
10. Is the submission /processing of Payment Estimates in order?
11. Is the reconciliation sheet on payment estimates broken down by Eligible/Non-Eligible?
12. Are the submission/processing of Change Orders in order?
13. Do the Change Orders follow acceptable format and contain appropriate backup information?
14. Are Change Orders being submitted to DOT for approval? Number approved to date:_____ Change Order Pending:_____
15. Is the testing of materials being complied with?
16. Is assurance testing being done?
17. Is the submission/processing of ISPs in order?
18. At this time, will the contract meet its minority D/SBE requirements? (Agreements on file at field office?)
19. Are the submission of DBE Quarterly Reports up to date?
20. Is the percentage of work completed (days used) on schedule?
21. Does the Municipality have a subcontractor's approval process?
22. Has the Municipality approved all the subcontractors working on the project?
23. Are the field inspection forces providing satisfactory overall inspection/administration of the project?
24. Is the Municipality providing satisfactory administration of the project?
25. Are all other activities/areas of contract administration proceeding in accordance with DOT standards?
26. Verify with the Town Administration that all material meets Buy America specifications?
27. Are the DBEs fulfilling CUF on Labor and Equipment?

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<u>Item No.</u>	<u>Description</u>	<u>DWR's</u> <u>Reviewed</u>	<u>Reviewed through</u> <u>Estimate No.</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Comments and/or Explanations:

MSAT Representative

Date

Project Engineer

Date