

Construction Checklist

PIN: 129888.00
 County: Wilson
 Federal Project No.: STBG-M-1234(00)
 State Project No.: 95LPLM-F3-011

The following checklist is intended to serve as a guide to assist the local government during the construction process. This list contains basic requirements for most types of construction projects. The local government should check the Local Government Guidelines and the TDOT Circular Letters for requirements pertaining to individual construction projects.

Requirement	Details	Comments
Local Government issues work order (LGG – Chapter 8)	Copies to: <ul style="list-style-type: none"> • CEI • Contractor • TDOT Regional Construction • Local Program Development Office 	12/5/18
LG/CEI schedules Pre-Construction Conference (schedule at least 2 weeks in advance) (CL 105.06-04)	Notify: <ul style="list-style-type: none"> • TDOT Reg. Const. or TDOT Consultant • TDOT Reg. Materials & Tests • TDOT Civil Rights • Contractor/Subcontractors • Utilities, etc. 	Meeting occurred 12/19/18
LG/CEI sends plans and copy of proposal (min. 7 days prior to Pre-Con Meeting) (LGG – Chapter 8)	Copies to: <ul style="list-style-type: none"> • TDOT Regional Construction • TDOT Reg. Materials & Tests 	Sent 12/10/18
LG/CEI issues Pre-Con Meeting Minutes (LGG – Chapter 8)	Copies to: <ul style="list-style-type: none"> • All attendees • Local Program Development Office 	Sent 12/22/18
Contractor submits required documents to LG/CEI at Pre-Construction Conference	Refer to LGG Chapter 8	Completed
LG/CEI Issues Starting Notice on the 1 st day work is performed on project (LGG – Chapter 8)	Copies to: <ul style="list-style-type: none"> • Local Program Development Office • All others copied on Form-17 	Sent 1/4/19
LG/CEI Inspects and maintains Daily Work Reports throughout life of project (LGG – Chapter 8) (TDOT SOP 1-1 and 1-2)	All inspectors must be qualified/certified as required. All documentation must be on TDOT Local Government Forms	Completed Daily

Requirement	Details	Comments
LG/CEI performs Materials Testing and gives 72 hour notice to TDOT Materials & Tests for Independent Assurance & Verification tests	TDOT SOP 1-1 and SOP 1-2	N/A
Contractor submits asphalt and concrete mix designs for approval prior to use on project	Submit to: • TDOT HQ Materials & Tests	N/A
Contractor submits subcontracts for approval prior to sub working on project	Submit to: • LG / CEI	N/A
Contractor submits weekly Payrolls (CL 1273-02)	Submit to: • LG / CEI	N/A
LG/CEI performs monthly contractor employee interview and verifies payroll information (CL 1273-03)	Copy to: • Project file	N/A
LG/CEI issues monthly progress payments to Contractor (LGG Chapter 8)	Before payment is issued: • Contractor payrolls must be up-to-date • Labor Interviews must be on file • All Material certifications and/or test reports must be on file for documented installed quantities • All materials must come from approved sources on TDOT's QPL or Producer/Supplier List	N/A
LG/CEI completes Monthly Construction Report (LGG Chapter 8)	Copies to: • Contractor • Surety	N/A
LG/CEI performs Final Inspection w/ TDOT when all work is complete (LGG Chapter 8)	Copy to: • Prime Contractor	N/A
LG/CEI issues Completion Notice when project is complete and punch list items have been addressed. Completion date to be noted in Daily Work Report. (CL 105.15-01)	Copies to: • Local Program Development Office • TDOT Regional Construction • TDOT Reg, Materials & Tests • TDOT Civil Rights	Sent 3/31/19
LG/CEI/Contractor prepares Contract Finalization Documents (LGG Chapter 8)	Documents include: • Final Estimate • Overrun/Underrun Explanations • End of Job Certificate • CC-3(s) • Material Certification Letter	Completed 5/1/19