**Construction Checklist**

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| --- | --- |
| PIN: |  |
| County: |  |
| Federal Project No.: |  |
| State Project No.: |  |

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:   * CEI * Contractor * TDOT Regional Construction * Local Program Development Office |  |
| LG/CEI schedules Pre-Construction Conference (schedule at least 2 weeks in advance)  (CL 105.06-04) | Notify:   * TDOT Reg. Const. or TDOT Consultant * TDOT Reg. Materials & Tests * TDOT Civil Rights * Contractor/Subcontractors * Utilities, etc. |  |
| LG/CEI sends plans and copy of proposal (min. 7 days prior to Pre-Con Meeting)  (LGG – Chapter 8) | Copies to:   * TDOT Regional Construction * TDOT Reg. Materials & Tests |  |
| LG/CEI issues Pre-Con Meeting Minutes  (LGG – Chapter 8) | Copies to:   * All attendees * Local Program Development Office |  |
| Contractor submits required documents to LG/CEI at Pre-Construction Conference | Refer to LGG Chapter 8 |  |
| LG/CEI Issues Starting Notice on the 1st day work is performed on project  (LGG – Chapter 8) | Copies to:   * Local Program Development Office * All others copied on [Form-17](http://www.tn.gov/assets/entities/tdot/attachments/8-17_Start_Notice.docx) |  |
| 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 |  |
| 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 |  |
| Contractor submits asphalt and concrete mix designs for approval prior to use on project | Submit to:   * TDOT HQ Materials & Tests |  |
| Contractor submits subcontracts for approval prior to sub working on project | Submit to:   * LG / CEI |  |
| Contractor submits weekly  Payrolls  (CL 1273-02) | Submit to:   * LG / CEI |  |
| LG/CEI performs monthly contractor employee interview and verifies payroll information  (CL 1273-03) | Copy to:   * Project file |  |
| 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 |  |
| LG/CEI completes Monthly Construction Report  (LGG Chapter 8) | Copies to:   * Contractor * Surety |  |
| LG/CEI performs Final Inspection w/ TDOT when all work is complete  (LGG Chapter 8) | Copy to:   * Prime Contractor |  |
| 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 |  |
| 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 |  |