

Local 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
		<p><u>Note:</u> This checklist and other forms and documents related to LPA projects can be found at: http://www.modot.mo.gov/business/manuals/localpublicagency.htm</p>
		<p>Project has ONEDOT Approval. Note: Projects cannot move forward with reimbursable expenses prior to FHWA approval. Approval Date: _____</p>
		<p>Programming Data Form sent to Resource Management</p>
		<p>Program Agreement is executed by local sponsor and the Missouri Highways and Transportation Commission (MHTC). FHWA Form 1273 is attached.</p>
		<p>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: _____</p>
		<p>District submits PE obligation request to Resource Management (if applicable)</p>
		<p>E-mail from Resource Management and copy of FHWA approved summary sheet for PE</p>
		<p>District letter to LPA giving consultant authority to begin design</p>
		<p>Design Division- Environmental Section has reviewed for National Environmental Protection Act (NEPA) impact.</p>
		<p>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.</p>
		<p>Right of Way Plans Approval date _____</p>
		<p>'A- Date' issued or Notice to Proceed with Right of Way acquisition If applicable, 'A-Date': _____ (FHWA Approval date)</p>

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		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
		Project has obtained all applicable environmental clearances
		Project is ADA compliant
		Provide initial data information to MoDOT
		Construction Authorization E-mail from Resource Management containing the FHWA approved summary sheet
		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.
		Pre-construction meeting information

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		Bid Award Obligation Approval e-mail from Resource Management and copy of FHWA approved summary sheet
		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
		Final inspection Date _____
		Final Acceptance Date _____
		Final certifications submitted to close out the project