

**LPA Local-Let  
DOCUMENTATION REVIEW**

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NAME: \_\_\_\_\_

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Project Information**

LPA: \_\_\_\_\_

C-R-S: \_\_\_\_\_

PID: \_\_\_\_\_

- Pre-Bid Meeting** held: Yes:\_\_\_ No:\_\_\_  
Comments: \_\_\_\_\_
- Pre-Award Meeting** held: Yes:\_\_\_ No:\_\_\_  
Comments: \_\_\_\_\_
- Pre-Construction Meeting** held: Yes:\_\_\_ No:\_\_\_  
Comments: \_\_\_\_\_
- Progress Meetings** held: Yes:\_\_\_ No:\_\_\_  
Comments: \_\_\_\_\_
- Project Documentation:**
  - Materials-**
    - Materials Management Process** Submitted by CPE to DCE prior to Pre-Award Meeting? Yes: \_\_\_\_ No: \_\_\_\_  
Comments: \_\_\_\_\_
    - Testing-** FHWA does not require testing off NHS system  
ODOT requires testing on all Projects
      - Name: \_\_\_\_\_
      - AMRL Certification: \_\_\_\_\_

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- Testing (con't)-**
  - >\$2,000,000.00** (Fed. and/or State Funds): All ODOT testing requirements apply.  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - <\$2,000,000.00**
    - ODOT Certified Suppliers** used? - Yes: \_\_\_\_ No: \_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
    - Contractor notified CPE & CM 3 days prior to Start Work?  
Yes: \_\_\_\_ No: \_\_\_\_
    - Aggregate -**
      - ODOT Certified Supplier? Yes: \_\_\_\_ No: \_\_\_\_  
Name: \_\_\_\_\_
    - Asphalt -**
      - C&MS 02' Item 448 - Yes: \_\_\_\_ No: \_\_\_\_
      - C&MS 97' Item 448 & SS1056 - Yes: \_\_\_\_ No: \_\_\_\_
      - JMF #'s - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
    - Concrete -**
      - ODOT Certified Supplier? Yes: \_\_\_\_ No: \_\_\_\_  
Name: \_\_\_\_\_
      - ODOT SS899 - Yes: \_\_\_\_ No: \_\_\_\_
      - JMF #'s - \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Concrete - (con't)**

- ACI Certification - Yes: \_\_\_\_ No: \_\_\_\_  
Name: \_\_\_\_\_

**Concrete for Paving:**

- Air, Slump, Temp., Yield Tests: Yes: \_\_\_\_ No: \_\_\_\_  
(min. 1/day/50-100Yds)
- Beam test: Yes: \_\_\_\_ No: \_\_\_\_  
(min. 1/day/50-100Yds)

**Miscellaneous Concrete:**

- Air, Slump, Temp., Yield Tests: Yes: \_\_\_\_ No: \_\_\_\_  
(min. 1 per 50 or less Yds)
- Cylinders: Yes: \_\_\_\_ No: \_\_\_\_  
(min. 1 set per 50 or less Yds)

**Miscellaneous Materials:**

- ODOT Certified Supplier(s)? Yes: \_\_\_\_ No: \_\_\_\_  
Name: \_\_\_\_\_
- Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Small Quantities:**

- Asphalt - (less than 50 Yds)**
- ODOT Cert. Supplier? Yes: \_\_\_\_ No: \_\_\_\_  
Name: \_\_\_\_\_
- Written Approval from CPE?  
Yes: \_\_\_\_ No: \_\_\_\_

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- Small Quantities - (con't)**
  - Concrete - (less than 50 Yds)**
    - ODOT Cert. Supplier? Yes: \_\_\_\_ No: \_\_\_\_  
Name: \_\_\_\_\_
    - Written Approval from CPE?  
Yes: \_\_\_\_ No: \_\_\_\_
- Structures - (initial testing)**
  - 2 Cylinders per Day per each 200 CY or fraction there of, on structures over 20 ft Clear Span?  
Yes: \_\_\_\_ No: \_\_\_\_
  - 2 Cylinders per Day per each 50 CY or fraction there of, on structures less than 20 ft Clear Span?  
Yes: \_\_\_\_ No: \_\_\_\_
  - Beam test for early removal of False Work /Backfill made in conformance w/Supplement 1023 & as per C&MS 511  
Yes: \_\_\_\_ No: \_\_\_\_
  - Air, Slump, Yield tests to ensure concrete meets specs per Section 704.1.2 MOP Structures  
Yes: \_\_\_\_ No: \_\_\_\_
- Substructures - (following Initial testing)**
  - Air, Slump, Yield tests to ensure concrete meets specs per Section 704.1.2 MOP Structures  
Yes: \_\_\_\_ No: \_\_\_\_

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**Structures - (con't)**

**Superstructures - (following Initial testing)**

Air test on each load?  
Yes: \_\_\_\_ No: \_\_\_\_

Slump & Yield tests to ensure concrete meets specs  
per Section 704.1.2 MOP Structures  
Yes: \_\_\_\_ No: \_\_\_\_

Air, Slump, Yield tests for each set of Cylinders or  
Beam? Yes: \_\_\_\_ No: \_\_\_\_

Structural Members, Steel Members, Pre-Stressed  
Concrete Box & I- Beams from ODOT Certified  
Suppliers? Yes: \_\_\_\_ No: \_\_\_\_

**Final Materials Acceptance by CPE - Yes: \_\_\_\_ No: \_\_\_\_**

Deficiencies Resolved - Yes: \_\_\_\_ No: \_\_\_\_

**Progressive Work/Payment Documentation-**

Quality: \_\_\_\_\_

Quantity: \_\_\_\_\_

**Change Orders- Yes: \_\_\_\_ No: \_\_\_\_ Total Number for Project: \_\_\_\_\_**

ODOT Approval Required- Yes: \_\_\_\_ No: \_\_\_\_

Comments: \_\_\_\_\_

**Extra Work- Yes: \_\_\_\_ No: \_\_\_\_ \$25K or 5% \_\_\_\_\_**

Comments: \_\_\_\_\_

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- DBE-**
  - Goal:** Yes: \_\_\_ No: \_\_\_ Goal: \_\_\_ % Goal: \$ \_\_\_\_\_
  - ODOT Certified DBE?** Yes: \_\_\_ No: \_\_\_  
Name: \_\_\_\_\_
  - Waivers?** Yes: \_\_\_ No: \_\_\_
  - On-Site Review -**
    - Contracts \$500,000 up to \$1,000,000, Commercially Useful Function (CUF) review (once/season/DBE Goal Sub/project)  
Yes: \_\_\_ No: \_\_\_
    - Contracts \$1,000,000 up to \$2,000,000, Commercially Useful Function (CUF) review (twice/season/DBE Goal Sub/project)  
Yes: \_\_\_ No: \_\_\_
    - Contracts > \$2,000,000, Commercially Useful Function (CUF) review (once/month/DBE Goal Sub/project)  
Yes: \_\_\_ No: \_\_\_
    - Track CUF review results, negative findings, and DBE goal Subcontractor payments. Yes: \_\_\_ No: \_\_\_
  - DBE Affidavit** - Yes: \_\_\_ No: \_\_\_
  - CR-2** Contractors' Employment Utilization Reporting Form  
Yes: \_\_\_ No: \_\_\_

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- Prevailing Wages-**
  - Certified Payrolls-**
    - Signed: \_\_\_\_\_
    - Statement of Compliance: \_\_\_\_\_
    - Submitted Weekly: \_\_\_\_\_
    - Complete & Accurate-
      - 30% Spot check: \_\_\_\_\_
      - 3 Times per Season: \_\_\_\_\_
    - Overtime: \_\_\_\_\_
    - Fringes: \_\_\_\_\_
    - Working Foreman: \_\_\_\_\_
    - Deductions: \_\_\_\_\_
  - On-Site Visits -**
    - Project Cost:**
      - <\$2,000,000.00
        - No. of Interviews: \_\_\_\_\_ (3 min., begin., mid, end)
      - >\$2,000,000.00
        - No. of Interviews: \_\_\_\_\_ = No. of Months: \_\_\_\_\_

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