CHECKLIST: CONSTRUCTION ADMINISTRATION

☐ Obtain minimum materials testing requirements from MaineDOT project manager:
  ☐ PM sends plans, specifications and estimated quantities to technician Jean Tukey: 624-3543.

Pre-Construction / Pre-Utility / Pre-Pave Meeting

☐ Send notice of meeting and agenda (Communication 17) to the following, at a minimum:
  ☐ Contractor
  ☐ Utilities
  ☐ Construction resident
  ☐ MaineDOT project manager and construction manager

☐ Meeting Held, and Minutes Distributed

☐ Contractor Schedule of Work received

☐ Quality Control (QC) Plan and Mix Designs received from Contractor
  ☐ Contractor must submit them at least 30 days before the work is scheduled to begin
  ☐ Submit to MaineDOT construction manager for review and approval

☐ Contractor Traffic Control Plan:
  ☐ Submitted to MaineDOT Traffic Section (Dana Hanks)
  ☐ MaineDOT Approval Date: ________________

☐ Soil Erosion Water Pollution Control Plan approved by construction resident

Electronic Payroll: Federally funded projects

☐ Send information to MaineDOT to set up project in the Elation payroll system
  ☐ MaineDOT contact is Angela Latno: (207) 624-3519 or Angela.Latno@maine.gov
  ☐ Work Identification Number (WIN);
  ☐ Name and email address for person who will review/approving payrolls;
  ☐ Prime Contractor;
  ☐ Award amount;
  ☐ Subcontractors, with addresses, phone numbers, item numbers and subcontract amounts;
  ☐ Dates for project advertise, bid opening, and contract award;
  ☐ Construction start date and completion date stipulated in the contract;
  ☐ County in which the work will take place; and
  ☐ Wage rate General Decision number and dates of any modifications.

Construction Testing & Documentation

☐ Project Field Book created, with the following:
  ☐ Entries dated and initialed – noting weather, crew & equipment, hours worked, and activities
  ☐ Field measurements taken
  ☐ Drainage work measurements performed and computations by stationing, from outlet to inlet
  ☐ Details of grade checks done (subgrade and/or fine-grading), with results from each day
  ☐ Noteworthy events recorded (accidents, discussions with owners, debates with contractor)

☐ Pit authorizations completed

☐ Waste area agreements completed

☐ Project Bulletin Board erected: https://www.maine.gov/mdot/civilrights/sfp/
  ☐ Project signage monitored (condition must be noted weekly in a project field book)
☐ Set up materials testing files for:
  - Aggregate
  - Concrete
  - Pavement
  - Other materials subject to testing

☐ Quality Assurance (QA):
  - Municipality may hire consultant or use MaineDOT testing labs with approval.
    - Contact MaineDOT independent assurance supervisor in the Bangor office: 941-4545
  - Verify if pavement plant was inspected recently: Kevin.cummings@maine.gov
  - Notify MaineDOT of schedules for paving and concrete work to ensure that plant QC operations are monitored and scales checked at least twice in five days of production

☐ Subcontractor Approvals: https://www.maine.gov/mdot/contractors/publications/
  - Municipality must approve subcontracts before a subcontractor can start work
  - Send copy of approved package to the MaineDOT project manager
    - Project manager will arrange for the subcontractor to be added to the Elation system

☐ Federal projects: Weekly certified payrolls received electronically from all contractors
  - Certified payroll checked in “Elation” system for compliance with minimum wage rates

☐ Federal projects: Employees interviewed to verify Davis-Bacon wage rate compliance.
  - Voluntary interviews held every 90 days with 2 covered workers from the following:
    - Prime contractor and all subcontractors on site at least 5 days during a 90-day period.

☐ Federal Projects: “Commercially Useful Function Form” sent to MaineDOT, if applicable

☐ Federal Projects: “Buy America” (Special Provision 105)
  - “Buy America” certifications must be received before steel and iron products can be installed

☐ Progress payments to contractor:
  - Prepare estimate and review with contractor; or receive and check estimate from contractor
  - Once approved, process estimate and send payment to contractor
  - Once payment is made, send reimbursement request with backup to MaineDOT

☐ Final Quantity Book created
  - Book set up by item numbers
  - Pages set up for original measurements (or computations from plan dimensions)
  - Pages set up with a total-to-date column
  - Entries and computations initialed and dated
  - After item is completed, compute final quantity

### Contract Modifications

☐ Modifications to the construction contract are handled as follows:
  - Prepare an independent cost estimate for the additional work
  - Note the time associated with the change. (If no change, note 0 additional days.)
  - Send draft modification to MaineDOT construction manager for review (Communication 18)

☐ Obtain MaineDOT’s concurrence with contract modification
  - Send the modification to the contractor for signature
  - When contractor has signed, local project administrator signs and dates the modification
  - Send copy of the executed modification to the contractor, with a copy to MaineDOT
Project Completion

☐ Final inspection by Municipality, MaineDOT and contractor *(Communication 19)*
  ▪ Inspection Date: ____________________
  ▪ Final “punch list” of items completed on: ____________________

☐ Notice of completion sent to contractor with notification of any liquidated damages
  ▪ Copies sent to MaineDOT project manager and construction manager

☐ Quality Assurance (QA) Certification completed
  ▪ Testing file provided to municipality’s project administrator for project files.

☐ Final quantity book completed by construction resident

☐ Federal projects: DBE Form completed by the contractor, signed by each DBE
  ▪ MaineDOT project manager will forward to MaineDOT’s Civil Rights Office

☐ Final estimate paid and retainage released

☐ As-built plans completed and sent to MaineDOT project manager (if applicable)

☐ Final billing sent to MaineDOT project manager *(Communication 20)*

☐ MaineDOT project manager completes a project evaluation
  ▪ Local administrator reviews, signs and returns to project manager
  ▪ Project manager files the completed evaluation in Tedocs electronic filing system

**Note:** By regulation, records must be kept for **3 years** from completion for federally funded projects.