

CHECKLIST: CONSTRUCTION ADMINISTRATION

- Obtain Minimum Testing Requirements from MaineDOT's project manager (PM).
- Send award information to MaineDOT for the Elation payroll system.
 - MaineDOT contact is Angela Latno: (207) 624-3519 or Angela.Latno@maine.gov
 - Prime contractor and all subcontractors must be set in in the Elation system.

Pre-Construction Tasks

- Send notice of pre-construction meeting and agenda (*Letter 17*) to the following:
 - Contractor;
 - Utilities;
 - Construction resident;
 - MaineDOT's PM and construction manager.
- Note:** A separate *pre-pave meeting* must be held before any paving work may take place.
- Pre-construction meeting held on: _____
 - Pre-pave meeting held on: _____
- Contractor schedule received on: _____
- Quality Control (QC) Plan and Mix Designs received from Contractor on: _____
 - Contractor must submit them at least 30 days before the work is scheduled to begin.
- Contractor Traffic Control Plan submitted to MaineDOT for review.
 - MaineDOT Approval Date:* _____.
- Contractor Soil Erosion Water Pollution Control Plan approved by construction resident.

Testing & Documentation

- Field Book created to record the following information:
 - Weather, crew & equipment, hours worked, and contractor activities;
 - Field measurements to document materials quantities for payment to the contractor;
 - Noteworthy events (accidents, discussions with owners, disputes with contractor).
- Pit authorizations completed.
- Waste area agreements completed.
- Project bulletin board erected: <https://www.maine.gov/mdot/civilrights/sfp/>
 - Condition of signs must be noted weekly in a project field book.
- Testing file set up for each item in Minimum Testing Requirements.
 - Check with MaineDOT to learn if Hot Mix Asphalt / Portland Cement Concrete plant has been inspected recently or needs to be inspected: Kevin.cummings@maine.gov
- Materials Tests:
 - Aggregates must be tested at an independent, accredited laboratory.
 - Hot-mix asphalt and concrete are tested at one of MaineDOT's labs, in Bangor or Freeport.
- Subcontractor Approvals: <https://www.maine.gov/mdot/contractors/publications/>
 - Send copies of approved subcontractor packages to MaineDOT's PM.
 - *PM 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;
 - All subcontractors on site 5 or more 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 are 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.
- 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 modification to MaineDOT construction manager for review (**Letter 18**).
- Obtain MaineDOT’s concurrence with contract modification.**
- Send modification to 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.

Completion

- Final inspection performed by Municipality, MaineDOT and contractor (**Letter 19**).**
 - Inspection Date: _____.
 - Final “punch list” of items completed on: _____.
- Final Quantity Book finalized by construction resident.**
- Completion of Physical Work Notification sent to contractor.**
- Federal projects: Final DBE Form completed by the contractor, signed by each DBE.**
 - MaineDOT’s PM will forward to MaineDOT’s Civil Rights Office.
- Contractor sends in request for final payment and statement that all bills have been paid.**
- Final estimate paid and retainage released to contractor.**
- As-built plans completed and sent to MaineDOT’s PM (if applicable).**