

# VIRGINIA DEPARTMENT OF TRANSPORTATION DISTRICT CONSTRUCTION OVERSIGHT GUIDELINES FOR LOCALLY ADMINISTERED PROJECTS

## 1.0 Introduction

Localities are fully responsible for the contract administration of their projects and are required to provide a responsible charge engineer during construction projects. Unless otherwise established in the project administration agreement, the locality is also responsible for providing adequate construction inspection to ensure that the project is constructed in accordance with the contract documents. Also, the locality's responsibility includes maintaining sufficient documentation showing this is accomplished.

Even though the locality is fully responsible for contract administration, VDOT has an oversight role since state and or federal funds are being used. VDOT's oversight role is not to duplicate the requirements or responsibilities of the locality; rather, it is to generally ascertain whether or not the construction project is being performed in accordance with the contract documents. The purpose of these guidelines is to establish consistent procedures for Districts to properly oversee locality administered projects. A primary goal of this guidance is to establish criteria for obtaining consistency in VDOT's oversight.

## 2.0 Pre-Construction Activities

Oversight requirements will vary from project to project, depending on construction duration, complexity, etc. The challenge is to determine the level of oversight that is appropriate for the unique nature of each project. By evaluating project characteristics and the impact and probability of contract non-compliance, the correct level of oversight can be established. The following approach will be used to perform and document this evaluation.

### *Project Oversight Level Scoring*

Each project, based on a calculated score, will be given an oversight level of Low, Moderate, or High. The oversight levels are based on the potential adverse impact of contract noncompliance and the likelihood that noncompliance may occur. The following table provides a summary of the oversight levels:

<b>Oversight Level</b>	<b>Impact/Probability</b>
High (H)	Significant impact on infrastructure due to non-compliance - Significant effects to quality of construction, cost, & schedule; High probability of non-compliance
Moderate (M)	Moderate impact on infrastructure due to non-compliance - Moderate effects to quality of construction, cost, & schedule; Moderate probability of non-compliance
Low (L)	Minimal impact on infrastructure due to non-compliance - Minimal effects to quality of construction, cost, & schedule; Low probability of non-compliance

Oversight levels will be determined by identifying specific elements applicable to the project. Several elements will be considered more important, and thereby “weighted,” more heavily than others. Generally, a Federal Oversight project or a project on the National Highway System will require more oversight than one that is state funded. The Department also has less risk on projects that will be maintained by the locality and those projects are weighted lower than a project where VDOT will be maintaining the final product. The amount of experience a locality has in administrating contracts is another factor that will be considered. These elements, and corresponding weighted values, are depicted on the following chart:

<b>Element</b>	<b>Value (factor)</b>	<b>Check Elements That Apply</b>	<b>Total Factor per Element</b>
Federal Oversight	20		
National Highway System	20		
<b>Funding</b>			
Federal Funded (non-Enhancement)	15		
State Funded	10		
Federal Enhancement (Impacts R/W)	7		
Federal Enhancement (Off R/W)	1		
<b>Completed Project Maintenance</b>			
State Maintained Project	10		
Locality Maintained Project	2		
<b>Project Category *</b>			
Category I	2		
Category II	5		
Category III, IV, V	10		
<b>Locality Experience Administering Project</b>			
Low Level	15		
Intermediate Level	10		
High Level	5		
Manage Own Program	1		
<b>Factor Total</b>			

\* See Appendix B for project category description

To obtain the project’s score, each applicable element is identified and the corresponding value is transferred to the far right column. All values placed in the far right column are totaled to provide a final score or “Factor Total.” Appendix A provides several examples. The level of oversight is established in accordance with the range on the following chart.

Level of Oversight	Range of Factor Total	
High (H)	> 45	
Moderate (M)	25-55	
Low (L)	< 35	

This analysis is a basic attempt to achieve the level of oversight needed. On occasion oversight levels may overlap. When the factor total falls within 2 ranges, the oversight level should be established using sound engineering judgment. This could be based upon several considerations, such as, unusually complicated features associated with the project construction; highly sensitive environmental or socio-economic issues, the Project Manager’s experience working on similar transportation projects; or, after the contract is awarded, the contractor’s experience with similar projects. Appendix A provides examples of these considerations.

Enhancement projects are unique and have low amount of risk. Most likely these projects will fall in the low range of oversight.

At anytime throughout the duration of the project, the VDOT Construction Engineer may increase or decrease the frequency or intensity of VDOT’s oversight, based on the contractor’s job performance and the result of previous VDOT compliance reviews. If there is evidence of deficiencies in the inspection, materials testing, documentation, and/or environmental compliance during construction, the level of oversight may be increased. Conversely, if the District gains a higher level of confidence in the locality’s project administration, the level of oversight may be reduced. Changes in the oversight level during construction should be well documented and communicated to the Locality.

*Project Evaluation Frequency*

The frequency of District reviews should be, generally, in accordance to the following chart. A final review is at the completion of construction.

Oversight Level	Frequency of District Reviews
High (H)	Weekly to Monthly
Moderate (M)	Monthly to Quarterly
Low (L)	Randomly; infrequently

The frequency of oversight evaluations (or “site visits”) will depend on many different factors, including duration of construction and the complexity of the construction phases. A good general rule for long-duration projects is to attend the monthly progress meeting and perform a short site visit that same day. Special issues brought up during the progress meeting can be evaluated during the site visit. Not every facet of construction oversight must be reviewed during every evaluation. The oversight reviewer needs to use his/her professional judgment to determine what is most important and what poses the highest potential risk during that particular construction phase. The Locality Project Manager and/or the Construction Manager should be made aware that VDOT’s oversight reviews are also intended to provide assistance, where necessary. In that manner, they may help direct you (the oversight reviewer) to the areas in need of most attention.

As previously mentioned, at anytime throughout the duration of the project, the VDOT Construction Engineer may increase or decrease the frequency or intensity of VDOT's oversight based on the contractor's job performance and the result of previous VDOT oversight evaluations. If there is evidence of deficiencies in the inspection, materials testing, documentation, and Environmental compliance during construction, the level of oversight should be increased. Also, if the District experiences a higher level of confidence in the locality's inspection/documentation, the level of oversight may be reduced. Again, any changes in the oversight level during construction should be well documented.

#### *Summary of Preconstruction Events*

- Determine the risk factors for the project and apply the risk matrix / score.
- Once a score is obtained, review the score to make sure the score seems reasonable. There may be occasions where the score has been "skewed" and a more subjective approach needs to be taken.
- For scores that are in overlapping ranges, professional judgment becomes the key for determining where the risk actually lies. A conservative initial approach is best; you can always lower the oversight requirements later.
- Determine the necessary frequency of oversight evaluations.
- Communicate the risk and corresponding oversight requirements to the Locality and use this to assist with VDOT oversight charge estimates.

### **3.0 Communication**

Well before the bids are received, the locality and VDOT should be establishing the lines of communication to prepare for the administration process. It is imperative to establish the principal contacts for both the locality and VDOT. Good communication is vital to the successful administration of the project.

### **4.0 Construction Field Reviews / Evaluations**

The following includes a list of construction activities and specific review items that should, typically, be included during oversight evaluation. It is not expected that every item, or even every construction activity, be reviewed each time an oversight evaluation is made. Instead, the reviewer should focus each evaluation on the specific needs during that phase of work or on questions the Construction Manager may have or on issues that have been brought up during progress meetings. Some items will not be applicable unless the reviewer is on-site during those events. If the VDOT Construction Engineer determines that it is in VDOT's interest to be on-site during specific events, early coordination between VDOT and the Locality is critical and those discussions need to be made early in the construction process, preferably before construction begins.

### **Project Documentation**

Spot check project documentation to see that the records are properly maintained in accordance with VDOT manuals, contract documents, or another pre-approved process.

### **Civil Rights Compliance (Federal Funded Projects Only)**

Provide periodic reviews for Civil Rights, Equal Opportunity, and DBE to ascertain that all applicable documentation is being kept. The project records may be audited by VDOT.

### **Environmental Compliance**

The District oversight is to be performed in accordance the guideline established by the Environmental Division.

### **Materials**

The locality is responsible for performing the materials acceptance program as outlined in the *VDOT Road and Bridge Specifications, Road and Bridge Standards, and Materials Division Manual of Instructions*, unless otherwise established in an agreement between the locality and VDOT.

With the submission of each estimate to the Department, the locality is to provide a certification that all of the Material used on the project during the pay period meets applicable FHWA and VDOT requirements and that all required materials documentation is in place. At the conclusion of federally funded projects on the National Highway System, the locality will submit on their letterhead a form similar to the VDOT TL-131 to the District Construction Engineer who will then submit a TL-131 to FHWA.

The Construction Engineer will conduct periodic reviews of the locality's material acceptance compliance for the contract work. These reviews may include confirmation of materials inspector' certification, confirmation of number and frequency of materials test performed, review of materials' storage and handling procedures, verification that the materials used are from an approved source, etc. However, the Department's primary focus during its review will be on verifying that the locality is maintaining adequate documentation of material acceptance and demonstrates that they are complying with those requirements outlined in VDOT's *Materials Manual of Instructions*, AASHTO guidelines, and standard engineering practices. These reviews will be conducted in accordance with the appropriate project oversight level throughout the duration of the project.

The Department encourages localities and their contractors to use materials available on VDOT pre-approved list, whenever possible to avoid potential project delays and additional project cost associated with approving those materials. Should the locality wish to use materials not on an approved list, the Department will assist the locality to obtain approval for the material. The department reserves the right to apply charges to the project for such approval, when those additional activities will not result in an additional benefit to the Department (i.e. results in a new, approved material that may be utilized by the Department in the future).

The District Construction Engineer, in consultation with the District Materials Engineer and the Locality, should, early in the scoping process, identify Locality and VDOT roles and responsibilities for key activities associated with the materials certification program. On certain occasions it may be more time and cost effective to use VDOT personnel or VDOT contractors

to perform some functions. This decision should be based on mutual needs, available resources, the project risk assessment, and cost or time benefits derived from such an arrangement. Such the arrangements should be documented within the Project Administration Agreement or within a Project Administration Agreement Amendment.

## **ROADWAY INSPECTIONS CHECKLIST**

### **Clearing and Grubbing**

- Visually review for signs that clearing was, or is being, performed properly;
- Look for obvious signs that the clearing took place outside the right-of-way or construction easements;
- Review documentations that the cleared material is disposed of in accordance with the specifications (i.e. disposal site approval documentation).

### **Drainage**

- Review to that there is documentation indicating that the subgrade was approved prior to the placement of bedding material;
- Review documentation that the material for the construction of pipe, end sections, spill-outs, reinforcing steel, grates, frames, bedding material, drainage structures, endwalls, and other incidental items are on VDOT's approved products lists, have been tested or certified, and / or from an approved source;
- Review for sufficient compaction reports on various drainage structures;
- Visually review installed structures for obvious deficiencies.

### **Earthwork**

- Review site work for indications that proper environmental controls are in place;
- Review that minor structure excavation has been measured, documented, and approved;
- Review for documentation indicating that the roadway earthwork has been inspected for conformity with the specified tolerances for line, grade, typical section, and cross section
- Review visually if project earthwork meets conformity to line, grade, typical section, and cross section
- Review for documentation that the density testing requirements and frequencies are being met.
- Review for documentation that indicates that the depth of fill embankment layers as per specifications

- Review the disturbed areas to ensure seeding in accordance to specification
- Review undercut of unsuitable material documentation that the approval, excavation, and backfill is performed in accordance with contract documents
- Review for evidence that temporary seeding is provided as soon as practical in accordance with the contract documents.
- Randomly review finished grade for proper seeding

### **Base Course**

- Check that the material is placed on a prepared and approved subgrade (if present during placement), and that an approved mechanical spreader is used when practical.
- Check for documentation that the depth of the material has been placed in accordance with the contract documents;
- Confirm that the minimum density testing requirements and frequencies are being met.

### **Asphalt Concrete Pavement**

- Check for documentation that shows that the control strip and test section were constructed for each lift of each course and that the required number of tests were taken; check that cores/plugs were obtained and tested to verify an acceptable control strip
- Check for records that density testing requirements and frequencies are being met;
- Verify that depth tests (cores) were performed and that they meet plan requirements
- Visually inspect for surface irregularities.

### **Structural Inspection**

- VDOT and the Locality Project Manager should coordinate prior to construction to determine the need for VDOT staff to be on-site during activities associated with the construction of major structures (i.e. major pours).
- Check pile driving records –look for documentation on load test piles; check documentation that piles driven to the required bearing, including center of gravity check
- Review documentation indicating that footings, piers, abutments, and superstructure, etc. had been inspected prior to placement of concrete
- Check visual appearance of completed concrete pours or structures - look for patterns that might indicate a defective pour or obvious signs of irregularities;
- Review concrete test reports to ascertain if adequate frequency and results have been met.

- If on site during concrete pour, perform a cursory check for proper placement of concrete and/or reinforcing steel;

### **Miscellaneous**

**Paving Markings:** Visual review that final placement is in accordance with contract requirements.

**Signalization/Signs:** Visually review final installation for proper placement per contract requirements.

### **Monthly Certifications & Payment Vouchers**

The locality must submit a certification along with each monthly payment vouchers. Recommended certification language is provided in Appendix C. This certification by locality's responsible charge is to include the following:

- Voucher is accurate and the payment request for satisfactorily completed work
- All Civil Rights, Equal Opportunity, and DBE-related documentation has been submitted
- All applicable environmental controls are in place and are being maintained by the contractor
- All materials used on the project during the pay period meets applicable FHWA and VDOT requirements
- A breakdown of current charges for material-on-hand, any price adjustment, fuel adjustment, and change order.
- An updated project schedule (when a schedule is contractually required) showing the items completed during the pay period

### **Final Acceptance and Payment Voucher**

- Verify that the locality has completed the final inspection with appropriate punchlist, the necessary corrections have been completed, and final acceptance has been made.
- Ensure that the final voucher/estimate has been examined and verified by a qualified independent<sup>1</sup> reviewer or auditor<sup>2</sup>, with the exception of low oversight level projects.

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<sup>1</sup> The reviewer or auditor must be experienced with preparing final construction payments/vouchers and must not be affiliated with the project. She/he may or may not be employed by the locality.

<sup>2</sup> A locality may wish to have VDOT perform the final voucher review/verification. In this case, billing and project charge arrangements should be made and the Project Administration Agreement should be amended.

APPENDIX A-1

**Establishment of Oversight Level**

Project A is Federally funded and will be state maintained. It falls within category IV with construction duration of 30 months and having mid to high level complexities. It also has medium to high level schedule risks. The locality has demonstrated low level of experience administering projects.

**Project A**

Element	Factor	Check Elements That Apply	Total Factor per Element
Federal Oversight	20		0
National Highway System	20		0
<b>Funding</b>			
Federal Funded (non-Enhancement)	15	√	15
State Funded	10		0
Federal Enhancement (Impacts R/W)	7		0
Federal Enhancement (Off R/W)	1		0
<b>Completed Project Maintenance</b>			
State Maintained Project	10	√	10
Locality Maintained Project	2		0
<b>Project Category *</b>			
Category I	2		0
Category II	5		0
Category III, IV, V	10	√	10
<b>Locality Experience Administering Project</b>			
Low Level	15	√	15
Intermediate Level	10		0
High Level	5		0
Manage Own Program	1		0
<b>Factor Total</b>			<b>50</b>

\* See Appendix B for project category description

Level of Oversight	Range of Factor Total	
High (H)	> 45	
Moderate (M)	25-55	
Low (L)	< 35	

The factor total for this project is within moderate and high oversight range. This locality has low level of experience administering contracts. Because the locality has limited experience administering contracts, this project oversight will be high level.

APPENDIX A-2

**Establishment of Oversight Level**

Project B is Federally funded and will be state maintained. It falls within category IV with construction duration of 30 months and having mid to high level complexities. It also has medium to high level schedule risks. The locality has demonstrated high level of experience administering projects.

**Project B**

Element	Factor	Check Elements That Apply	Total Factor per Element
Federal Oversight	20		0
National Highway System	20		0
<b>Funding</b>			
Federal Funded (non-Enhancement)	15	√	15
State Funded	10		0
Federal Enhancement (Impacts R/W)	7		0
Federal Enhancement (Off R/W)	1		0
<b>Completed Project Maintenance</b>			
State Maintained Project	10	√	10
Locality Maintained Project	2		0
<b>Project Category *</b>			
Category I	2		0
Category II	5		0
Category III, IV, V	10	√	10
<b>Locality Experience Administering Project</b>			
Low Level	15		0
Intermediate Level	10		0
High Level	5	√	5
Manage Own Program	1		0
<b>Factor Total</b>			<b>40</b>

\* See Appendix B for project category description

Level of Oversight	Range of Factor Total	
High (H)	> 45	
Moderate (M)	25-55	
Low (L)	< 35	

The project B oversight will be Moderate Level.

APPENDIX A-3

**Establishment of Oversight Level**

Project C is part of the National Highway System and will be maintained by VDOT. It falls within Category II. The locality is well experienced in administering projects.

**Project C**

Element	Factor	Check Elements That Apply	Total Factor per Element
Federal Oversight	20		0
National Highway System	20	√	20
<b>Funding</b>			
Federal Funded (non-Enhancement)	15	√	15
State Funded	10		0
Federal Enhancement (Impacts R/W)	7		0
Federal Enhancement (Off R/W)	1		0
<b>Completed Project Maintenance</b>			
State Maintained Project	10	√	10
Locality Maintained Project	2		0
<b>Project Category *</b>			
Category I	2		0
Category II	5	√	5
Category III, IV, V	10		0
<b>Locality Experience Administering Project</b>			
Low Level	15		0
Intermediate Level	10		0
High Level	5	√	5
Manage Own Program	1		0
<b>Factor Total</b>			<b>55</b>

\* See Appendix B for project category description

Level of Oversight	Range of Factor Total	
High (H)	> 45	
Moderate (M)	25-55	
Low (L)	< 35	

The project C oversight will be High Level.

APPENDIX A-4

**Establishment of Oversight Level**

Project D is a Federal Oversight project that falls within category V. This locality is well experienced in administering contracts and will be maintaining the completed project.

Project D

Element	Factor	Check Elements That Apply	Total Factor per Element
Federal Oversight	20	√	20
National Highway System	20		0
<b>Funding</b>			
Federal Funded (non-Enhancement)	15	√	15
State Funded	10		0
Federal Enhancement (Impacts R/W)	7		0
Federal Enhancement (Off R/W)	1		0
<b>Completed Project Maintenance</b>			
State Maintained Project	10		0
Locality Maintained Project	2	√	2
<b>Project Category *</b>			
Category I	2		0
Category II	5		0
Category III, IV, V	10	√	10
<b>Locality Experience Administering Project</b>			
Low Level	15		0
Intermediate Level	10		0
High Level	5	√	5
Manage Own Program	1		0
<b>Factor Total</b>			<b>52</b>

\* See Appendix B for project category description

Level of Oversight	Range of Factor Total	
High (H)	> 45	
Moderate (M)	25-55	
Low (L)	< 35	

Project D is within both the Moderate and High ranges. This locality is well experienced in administering contracts and will be maintaining the completed project. But, it's best to have more oversight when the project has Federal Oversight. Therefore, the project oversight will be High level.

APPENDIX A-5

**Establishment of Oversight Level**

The Federal Enhancement Project E has limited impact to VDOT Right-of-Way. The locality will be maintaining the project except for the portion within the Right-of-Way. Also, the locality has low level of experience administering project.

Project E

Element	Factor	Check Elements That Apply	Total Factor per Element
Federal Oversight	20		0
National Highway System	20		0
<b>Funding</b>			
Federal Funded (non-Enhancement)	15		0
State Funded	10		0
Federal Enhancement (Impacts R/W)	7	√	7
Federal Enhancement (Off R/W)	1		0
<b>Completed Project Maintenance</b>			
State Maintained Project	10		0
Locality Maintained Project	2	√	2
<b>Project Category *</b>			
Category I	2		0
Category II	5	√	5
Category III, IV, V	10		0
<b>Locality Experience Administering Project</b>			
Low Level	15	√	15
Intermediate Level	10		0
High Level	5		0
Manage Own Program	1		0
<b>Factor Total</b>			<b>29</b>

\* See Appendix B for project category description

Level of Oversight	Range of Factor Total	
High (H)	> 45	
Moderate (M)	25-55	
Low (L)	< 35	

The factor total for project E is within both low and moderate level oversight range. Because a portion of this project is on the Right-of-Way and the lack of experience this locality has demonstrated administering projects, higher level of oversight is required. The oversight for the portion within the Right-of-Way will be Moderate Level. All other oversight will be on the Low Level.

APPENDIX A-6

**Establishment of Oversight Level**

Federally funded Project F will be locally maintained. It falls within Category IV. The locality has demonstrated intermediate level of experience administrating projects.

Project F

Element	Factor	Check Elements That Apply	Total Factor per Element
Federal Oversight	20		0
National Highway System	20		0
<b>Funding</b>			
Federal Funded (non-Enhancement)	15	√	15
State Funded	10		0
Federal Enhancement (Impacts R/W)	7		0
Federal Enhancement (Off R/W)	1		0
<b>Completed Project Maintenance</b>			
State Maintained Project	10		0
Locality Maintained Project	2	√	2
<b>Project Category *</b>			
Category I	2		0
Category II	5		0
Category III, IV, V	10	√	10
<b>Locality Experience Administering Project</b>			
Low Level	15		0
Intermediate Level	10	√	10
High Level	5		0
Manage Own Program	1		0
<b>Factor Total</b>			<b>37</b>

\* See Appendix B for project category description

Level of Oversight	Range of Factor Total	
High (H)	> 45	
Moderate (M)	25-55	
Low (L)	< 35	

The project F oversight will be Moderate Level.

APPENDIX B-1

## Project Category

Category	Project Characteristics	Project Examples
I	<p>Low volume single season projects with 1 to 3 components constructed in a rural setting, with minimum traffic impact, and with little or no schedule risk</p> <p>Simple No-Plan Projects</p> <p>Simple Maintenance Projects with minimum traffic impact</p> <p>Short Duration Project</p>	<p>Simple Road Rehabilitation</p> <p>Simple Bridge Rehabilitation</p> <p>Simple Emergency Bridge Repairs</p> <p>Minor Drainage Improvements</p> <p>Simple Widening/Turning Lanes</p> <p>Low Volume Overlay</p> <p>Surface Treatments</p> <p>Guardrail Repairs/Replacements</p> <p>Minor Signing/Striping/Signal Replacements</p>
II	<p>Low volume single season projects with 4 to 6 components constructed in either a rural or urban setting, with low to medium traffic impact, and low schedules risk</p> <p>Complex No-Plan Projects</p> <p>Complex Maintenance Projects with medium traffic impact</p> <p>Project Duration of 3 to 9 Months</p>	<p>Simple Road Reconstruction</p> <p>Simple Bridge Deck Replacements</p> <p>Emergency Bridge Repairs</p> <p>Major Drainage Improvements</p> <p>Complex Widening/ Turning Lanes</p> <p>Major Overlay</p> <p>Overhead Sign Structures</p> <p>Intersection Improvements/Signalization</p> <p>Utility Relocation</p>
III	<p>Low to mid volume multi-season projects with 4 to 6 components constructed in either a rural or urban setting, with 1 impact factor</p> <p>Project Duration of 12 to 24 Months</p> <p>Project with mid-level Complexities</p> <p>Project with Medium Schedule Risk</p>	<p>New Road Construction</p> <p>Road Reconstruction</p> <p>New Bridge Construction</p> <p>Bridge Replacements</p> <p>Multi-season Widening/Realignment</p> <p>Major Intersection Improvements</p> <p>Tunnel Refurbishment</p> <p>Regional Signal System Upgrade</p> <p>Major Highway Superstructure Replacements</p> <p>Major Utility Relocation</p>

APPENDIX B-2

## Project Category

Category	Project Characteristics	Project Examples
<p><b>IV</b></p>	<p>Medium to High Volume multi-season projects with more than 6 components constructed in either a rural or urban setting and with 2 impact factors</p> <p>Project Duration of 24 to 36 Months</p> <p>Project with mid to high level complexities</p> <p>Projects with medium to high level schedule risks</p>	<p>Major Highway Construction</p> <p>Major Bridge Construction</p> <p>Tunnel Construction</p> <p>Major Bridge Replacements</p> <p>Major Highway Widening/Realignment</p>
<p><b>V</b></p>	<p>High Volume/High Risk Multi-season project with greater than 10 components constructed in either a rural or urban setting and with 3 or more impact factor</p> <p>Multi-Project Contracts</p> <p>Mega Projects</p>	<p>Springfield Mixing Bowl</p> <p>Woodrow Wilson Bridge Project</p> <p>Major Tunnel Project</p>

APPENDIX C

**Recommended Language/Format to be Submitted with Locality requests for reimbursement**

*MEMORANDUM*

*TO: VDOT Construction Project Coordinator / Area Construction Engineer*

*FROM: Local Government Contact; Project Manager; or Responsible Charge Engineer*

*RE: Reimbursement Request*

*In accordance with the requirements of the Guide for Locally Administration of VDOT Projects, and federal and state requirements, and contract requirements for (Project # \_\_\_\_\_, UPC \_\_\_\_\_, Project Name) the following documentation is submitted:*

- (The Locality) hereby certifies that all Civil Rights, Equal Opportunity, and DBE documentation has been submitted by the contractor (a completed checklist is attached);*
- (The Locality) hereby certifies that all applicable Environmental Controls are in place and are being maintained by the contractor;*
- (The Locality) hereby certifies that all materials used on the project during the pay period meet applicable FHWA(where applicable) and VDOT requirements;*
- (The Locality) hereby certifies that that the invoice is accurate and that the items being requested for payment have been installed on the project;*
- An updated progress schedule (where required by the contract documents) showing the items completed during the pay period;*
- Documentation submitted by the contractor when he requested payment from the Locality;*
- A breakdown of current charges relative to materials on-hand, any price adjustments, and change orders, where applicable.*

*Questions regarding this correspondence should be directed to (Local Contact) at (phone number).*

Appendix C (continued)

**Recommended Language/Format to be Submitted with Locality requests for reimbursement**

Date

TO: VDOT Construction Project Coordinator / Area Construction Engineer

RE: Statement and Invoices

Dear \_\_\_\_\_:

Please find the following items in support of our request for payment:

1. Memorandum from our lead consultant inspector certifying the following:

All applicable Environmental Controls are in place and are being maintained by the Contractor on the project;

All materials used on the project and being paid for on this estimate meet VDOT and, where applicable, FHWA requirements for the project.

The estimate being submitted is accurate and that all items that are being requested for pay have been installed on the project and inspected.

2. Certification that Civil Rights, EO, and DBE documentation has been submitted by the Contractor.

3. Contractor's estimate and other applicable receipts.

Please contact \_\_\_\_\_ of \_\_\_\_\_ if you have questions or require additional documentation.

Sincerely,

Locality Representative