

<u>FM No. & FAP No.</u>	<u>Local Agency (LA)</u>	<u>Project Name/Location</u>	<u>Audit Type</u>	<u>Auditor and Audit Date</u>
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General Information

<u>FDOT PM</u>	<u>LA Responsible Charge</u>	<u>LA Advertisement Date</u>	<u>Local Agency NTP Date</u>	<u>Original LAP Agreement Amount</u>
<u>FDOT LAP Number and Expiration Date</u>	<u>LA Project Manager and Contact #</u>	<u>Award Date</u>	<u>Contract Start Date</u>	<u>Final LAP Agreement Amount</u>
<u>FDOT NTP Date</u>	<u>CEI Consultant</u>	<u>Execution Date</u>	<u>Original Contract Days</u>	<u>Original Construction Amount</u>
<u>FDOT Bid Concurrence Date</u>	<u>CEI Project Manager and Contact #</u>	<u>Preconstruction Date</u>	<u>Final Contract Days</u>	<u>Final Construction Amount</u>

Project Classification - Refer to Chapter 19 of the Local Area Program Manual (check only one, work left to right)

Class	Class A <input type="checkbox"/>	Class B <input type="checkbox"/>	Class C <input type="checkbox"/>	Class D <input type="checkbox"/>
Criteria	On NHS or SHS	>\$10M Construction Cost	with Bridge components	Off-System, no bridges
Specs/Material Testing	FDOT	FDOT	FDOT Struct and LAP Big 4	LAP Big 4

Project of Division Interest (PODI)

Note: PODI requirements may vary, so reaching out to FHWA before the project begins is necessary. Any specific requirements should be noted in the comments field below.

Pre-Construction - Contract Review (to be conducted before the pre-construction meeting)

	Topic	Reference	Activity	Y	N	N/A	Comments
1	Specifications	LAP Manual Chapter 20.3	Are the correct specifications included as part of the executed contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Contract Plans	LAP Manual Chapter 20.2	Is a complete set of signed and sealed construction plans available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Buy America	LAP Manual Chapter 22.7.1	Have Buy America requirements been included in the Contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Liquidated Damages	LAP Manual Chapter 23.8	Have Liquidated Damages terms and conditions been established in the contract? Daily rates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Change Orders	LAP Manual Chapter 23.5	Did the LA develop change order procedures and include them in the contract?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Progress Payments	LAP Manual Chapter 23.4	Did the LA develop contract language to ensure that payments are based on work completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Contract Review general comments :

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Pre-Construction - to be discussed at the Pre-construction meeting

	Topic	Reference	Activity	Y	N	N/A	Comments
7	Audit Procedures	LAP Manual Section 23.3 LAP Memorandum 3-11	Has the LA been briefed on the Audit process including this form? Review <i>Audit Process and form with LA</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Stockpiled Materials	LAP Manual Chapter 23.4 CPAM 9-5.5.1	Are there any pay items in the contract that the LA Plans to pay for as stock piled materials? If yes, review requirement with agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Environmental	LAP Manual Chapter 11	Has the LA been briefed on their obligation to comply with NEPA? Direct the LA to Review LAP Manual Chapter 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	ADA	LAP Manual Chapter 4	Has the LA been briefed on their obligation to comply with ADA standards? Direct the LA to Review LAP Manual Chapter 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Change Orders	LAP Manual Chapter 23.5	Has the LA been briefed on the Change Order procedures? Review Change Order procedure with LA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Reimbursements	23 CFR 635.127	Has the LA been briefed on the Reimbursement procedures? Review Reimbursement procedure with LA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Closure	LAP Manual Chapter 23.10	Has the LA been briefed on the Closeout process and what documents will be required of them? Review Closeout process with LA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	LAPIT	LAP Manual 2.8	Who will be responsible for uploading documents into LAPIT? Review LAPIT Document Guide with LA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Pre-Construction Audit comments :

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Interim/Final Audit - to be conducted after the start of construction.

General Compliance and Considerations

	Topic	Reference	Activity	Y	N	N/A	Comments
15	Reimbursements	LAP Manual Chapter 23.4	Have reimbursements been submitted at least quarterly as required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Change Orders	LAP Manual Chapter 23.5	Have there been any change orders to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Has all documentation been submitted to FDOT for approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Schedule	LAP Manual Chapter 23.5	Has any time been added to the construction contract through approved change orders? How many days? What is the new contract end date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
			Is it reasonable to assume that construction activities will be completed before the LAP expiration Date? If No, then coordinate with District.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Buy America	LAP Manual Chapter 22.7.1	Are Buy America certifications available for all steel and iron used on the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Daily Reports	LAP Manual Chapter 23	Have daily reports been made available for the work completed to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	LAPIT	LAP Manual LAPIT Document Guide	Is LAPIT current with the requirements? Refer to the LAPIT document guide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Other considerations	LAP Manual	Are there any other areas of concern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Interim Audit General Comments :

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Construction Compliance

Asphalt Yes <input type="checkbox"/> No <input type="checkbox"/> LAP Specifications Chapter 334	<input type="checkbox"/> Category 1: Construction of bike paths and miscellaneous asphalt. <input type="checkbox"/> Category 2: New HMA turn lanes, paved shoulders, other non-mainline pavement locations. <input type="checkbox"/> Category 3: New Mainline HMA Pavement Lanes, Milling & Resurfacing.	<input type="checkbox"/> < 500 Tons <input type="checkbox"/> > 500 Tons
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Reference	Activity	Y	N	N/A	Comments	
22	FDOT's Construction Project Administration Manual (CPAM) 11.1.4 states the following are required on tickets - Financial Project ID Number, contract number, date and time, mix design, material, ticket number, Asphalt company name and address, truck number, load number, Gross, Tare and Net Weight in Tons, plant number, total accumulated daily quantity and the hand-written temperature	Are Asphalt tickets available and have they been completed in accordance with requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	LAP Specification Section 334-3	Does asphalt provided match approved mix design?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	LAP Specification Section 334-5.10	Was documentation provided that indicates that the LA checked for adequate surface conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	LAP Specification Section 334-6.3.1	Has documentation of process control and acceptance testing (densities, etc.) been completed and provided by the contractor for category 2 and 3?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	LAP Specification Section 334-6.3	Or was the mixture accepted based on visual observation if less than 500 tons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	LAP Specification Section 334-7 and 8	Was documentation provided that indicates that the LA can support the quantity of asphalt paid? Review recent pay application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Construction Compliance (continued)

Concrete Yes <input type="checkbox"/> No <input type="checkbox"/> LAP Specifications Chapter 344		<input type="checkbox"/> Category 1: Sidewalks, curb and gutter, ditch and slope pavement, or non-reinforced cast-in-place <input type="checkbox"/> Category 2: Precast concrete - barriers, inlets, manholes, junction boxes, culverts, etc. <input type="checkbox"/> Category 3: Structural cast-in-place concrete				
Reference		Activity	Y	N	N/A	Comments
28	LAP Specification Section 344-3.1.1	Is Concrete produced from National Ready-Mixed Concrete Association (NRMCA) or on the list of FDOT non-structural concrete producers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	LAP Specification Section 344-3.1.2	For Category 2, Is produced at a prestressed and or precast facility listed on the FDOT Producers with Accepted QC Programs for precast or prestressed concrete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	LAP Specification Section 344-3.1.3	For Category 3, Is produced at a structural concrete facility listed on the FDOT Producers with Accepted QC Programs for structural concrete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	LAP Specification Section 344-3.3	For Category 3, has the Contractor furnish a Quality Control (QC) plan to identify to the Engineer for their approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	LAP Specification Section 344-3.4	For Category 1 or Category 2, has the Contractor submitted the proposed mix designs to the Engineer on a form provided by the Engineer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	LAP Specification Section 344-3.4	For Category 3, submit to the Engineer for approval, FDOT approved mix designs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	LAP Specification Section 344-3.5	For Cat 1 and 3, are delivery tickets available, and do they indicate the date, producer, quantity and mix, and have they been signed by both batcher and contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	LAP Specification Section 344	Was adequate oversight of concrete activities performed to reasonably ensure compliance with general construction requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	LAP Specification Section 344-3.9	Have concrete cylinders been tested to determine compliance with design compressive strength?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	LAP Specification Section 344-5 and 6	Is there adequate support of the quantities paid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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Construction Compliance (continued)

Earthwork Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Category 1: construction of sidewalks and bike paths along with any associated drainage structures. <input type="checkbox"/> Category 2: turn lanes and other non-mainline traffic lane work including widening, roadway shoulders, and other drainage structures. <input type="checkbox"/> Category 3: new mainline pavement, along with concrete box culverts, retaining walls, and other drainage structures on the mainline pavement				
LAP Specifications Chapter 120					
Reference	Activity	Y	N	N/A	Comments
38	LAP Specification Section 120	Are Density Log Books/Reports on file?			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
39	LAP Specification Section 120	Are Proctors Documented?			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
40	LAP Specification Section 120	Are Soil Classifications Documented?			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
41	LAP Specification Section 120	Is there adequate support of the quantities paid?			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Construction Compliance - Other Work Types

Work Type	Activity	Y	N	N/A	Comments
42	Landscaping	How are quantities tracked? Is there adequate support of the quantities paid?			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
43	Lighting				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
44	Signalization				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
45	Guardrail				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
46	Signage				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
47	Sodding				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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Final Audit - to be conducted after construction has been completed

	Topic	Reference	Activity	Y	N	N/A	Comments
48	Project Acceptance	LAP Manual Chapter 23.10	Was a pre-final and final walkthrough conducted? <i>List dates.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Project Acceptance	LAP Manual Chapter 23.10	Was a punch-list generated at the Final walkthrough and were all items corrected prior to final acceptance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	As-builts	LAP Manual Chapter 23.10	Were final as-built plans completed and submitted for on-system projects?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Close-out documentation	LAP Manual Chapter 23.10	Have close-out documents been provided for review and acceptance by FDOT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Reimbursements	LAP Manual Chapter 23.10	Has a final reimbursement request been prepared and submitted to FDOT?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	LAPIT	LAP Manual Chapter 23.10	Have all construction documents been uploaded into LAPIT. <i>Refer to the LAPIT document guide.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Final Audit Comments :