RCE LPA CHECKLIST

File Number: ____________________
Project Name: _________________________________________________________________
Project Description: _________________________________________________________________
Award Date: ____________________  Contract Amount: ______________________
Contractor: ___________________________________________
Notice to Proceed Date: ____________________
Completion Date: ____________________

PRIOR TO START OF CONSTRUCTION:
Initial and list date each item is completed in the blank to the left.

__________ Read the participation agreement, contract and specifications and review the plans. Discuss any discrepancies or questions with the District Office.

__________ Discuss SCDOT’s expectations for project inspection, sampling, and testing, and review the Quality Management Team’s Checklist with the LPA to ensure the LPA is aware of all project requirements.

__________ Explain the various Federal provisions (if federally funded) that the LPA will need to monitor including, but not limited to prevailing wage and payroll requirements, DBE program requirements, and Buy America requirements.

__________ Discuss SCDOT’s Standard Specifications, Standard Drawings, Construction Manual, NPDES Environmental Guidelines and any other pertinent documents applicable to the project.

__________ Assist LPA with completion of RCE Pre-Construction Checklist

__________ Assist LPA with preparation of Minimum Sampling Requirements Checklist

__________ Attend Pre-Construction Conference and discuss the role of SCDOT on the project to all parties involved

__________ Verify Testing Laboratory to be used is accredited

__________ Verify that inspector to be used by LPA for daily inspection is SCDOT certified in all materials necessary to complete the project

__________ Verify that LPA has all appropriate environmental permits and approvals on file

__________ Provide copies of forms needed for the project (wage interviews, TC inspection, pre-pour checklists, etc)
DURING CONSTRUCTION:

- Visit project routinely (frequency depends on complexity of project, number of active contractors and confidence in LPA inspector) –ALL VISITS to be DOCUMENTED and kept in the project files
  - Verify that LPA is providing adequate inspection and that appropriate samples and testing are provided for the work activities taking place
  - Notify LPA Project Manager of any deficiencies in materials, workmanship, etc., as issues are found
  - Perform follow-up visits to verify deficiencies have been corrected
  - Notify the LPA in writing when deficiencies are not corrected in a timely manner

- Review project paperwork regularly including, but not limited to, Traffic Control and Erosion Control inspections, wage interviews and pre-pour checklists

- Verify that Stage Type Inspection is performed at appropriate time (prime only and LPA must meet with EEO Officer)

- Attend progress or utility meetings

- Review change orders and time adjustments; verify cost and schedule impact analysis have been performed and are of sufficient detail to support contract changes

- Review pay estimates for accuracy

- Coordinate with OMR for IA testing

- Review failed samples and their disposition for DEA approval

CLOSEOUT:

Initial and list date each item is completed in the blank to the left.

__________ Attend final inspection and assist with preparation of summary report

__________ Verify that all items in summary report are adequately addressed

__________ Review LPA documentation of final material certification for DEA approval

__________ Review and forward as-built plans to As-Built Office and notify District Office and LPAA of submission

__________ Compile and organize all paperwork from your office and forward to District LPA coordinator