

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