

DOTD Enhancement Program
Quarterly Project Status Report of Current Project Phase

Project Name

For the Month of

Project Number

Entity

Year

Pre-Design Activities

Reviewed "I've Got a Project Manual" with consultant
Project Number Received
Attended Kick-Off Meeting/LPA Certification
Environmental Clearance Obtained
Entity/State Agreement Executed

Utility Relocation

Not Applicable
Contacted DOTD Utility Section for guidance
Contacted Utility Companies
Utility relocation complete

Design

Preparing Plans
Preliminary Plans submitted to DOTD
Plan-in-Hand Field Inspection Held
Advanced Check Prints (ACPs) submitted to DOTD
PS&E (bid) documents submitted to DOTD
Letting Acceptance letter reply sent to DOTD

Letting/Award

Project advertised
Compare cost to Entity-State Agreement
Recommend award to DOTD
Construction contract executed
Construction contract recorded in courthouse

Right-of-Way

Not Applicable
Submitted LPA Assurance Letter to DOTD
Contacted DOTD RW Section for guidance
RW offers made to owners
RW acquisition complete
RW reviewed & certification received

Construction

Project Under Construction
Daily work reports in SiteManager
Partial estimate paid to contractor
Sampling plan being followed

Project Completion

Request final inspection by DOTD
Final Inspection made
Resolution adopted granting final acceptance to contractor
Final Estimate submitted to DOTD

Provide a brief description of progress made since last report

Explain any delays experience and efforts made to correct

Describe anticipated work efforts for next three (3) months

.
.

Information required from DOTD for project development

Completed by (Entity Responsible Charge)

Title

Date

After completing this form, click on the "Attach to Email" button below. Send the form to the Enhancement Program Manager and the District Administrator.