

**DOTD Urban System Program
Monthly Project Status Report**

Project Name

For the Month of

Project Number

Entity

Year

Design Consultant Selection Process

Not Applicable
RFP Advertised by
Consultant Name
Notice to Proceed issued

Construction Inspection Process

To be performed by
RFP Advertised by
Consultant Name
Notice to Proceed issued

Design

Designed by
Percent of Preliminary Plans submitted to DOTD
Percent of Final Plans submitted to DOTD
Plans under review
Designer addressing plan review comments
PS&E (bid) documents submitted to DOTD

Construction

Project Advertised
Concurrence in award submitted to DOTD
Construction contract executed
Construction contract recorded in courthouse
Notice to Proceed issued
Preconstruction Conference held
Percent Complete

Right-of-Way

Not Applicable
Requested authorization from DOTD
RW acquisition in progress
RW acquisition complete
RW certification received

Project Complet

Requested final inspection by DOTD
Project closeout in progress
Audited files delivered to DOTD
Final Acceptance executed by Entity
Final Estimate submitted to DOTD

Utility Relocation

Requested authorization from DOTD
Utility agreements in progress
Utility agreements complete
Utility certification form submitted to DOTD District utility specialist

(All fields are required)

Provide a brief description of progress made since last report

Explain any delays experienced and efforts made to correct

Describe anticipated work efforts for next month

Information required from DOTD for project development

Completed by (Entity Responsible Charge)

Title

Date

After completing the form monthly, click on the "Attach to Email" button below to submit your form to the DOTD Project Manager. Please copy the MPO and DOTD District Administrator. Add the project number to the subject line of the email.