

Major Steps in LPA Construction Projects

1. Entity receives Entity Notice of Contract Execution (ENOCE)
 - a. Entity receives 1 Original Contract that must be filed with Clerk of Court & 1 copy of contract for Entity's files.
 - b. Entity now authorized to schedule the pre-construction conference and issue the Notice to Proceed (NTP). NTP is issued after the pre-construction conference with copy to DOTD Project Control. Must be issued no later than 60 days after ENOCE, preferably 30 days.
2. Meeting with Project Coordinator, LPA Responsible Charge Person & LPA Project Engineer to review project requirements.
3. Entity schedules pre-construction conference. Upon ENOCE, the LPA and Project Coordinator should confer with the contractor and arrange the pre-construction conference sufficiently in advance to permit all parties to attend.
 - a. Prepare items to be discussed using LaDotd Pre-construction Conference Checklist
4. LPA Project Engineer prepares Sampling Plan & has approved by District Lab.
5. Conduct Pre-construction conference.
6. Approve contractor's Construction Progress Schedule
7. LPA Project Engineer gets setup in SiteManager
8. LPA Project Engineer provides Contract Administration & Inspection from NTP to Final Inspection.
9. Conduct Final Inspection. Project Coordinator sends e-mail notifying HQ of Final Inspection.
10. Entity adopts resolution accepting project & files with Clerk of Court with copy to DOTD HQ Construction. The 45 day lien period starts on date acceptance recorded with Clerk of Court.
11. Entity has 30 days to complete the "Final" and deliver to HQ for auditing. DOTD has 15 days to complete audit. After 45 days, the contractor can now send clear lien certificate to Entity and the retainage or retainage bond can be released.