Closeout Checklist for the Local Public Agency (LPA) Process

In accordance with the Code of Federal Regulations, 23CFR 1.11 and 635.105, ALDOT may delegate administration and management of certain Federal-aid projects to a Local Public Agency (LPA). The LPA Process allows local units of government to design, let, and inspect their federally funded projects. Local Public Agencies must administer and manage these projects in accordance with federal and state guidelines.

Contract Area: _________________________ County: ________________________________

**Agency Project ID Number:** _______________  **ALDOT Project ID:** _______________

**Date of Agreement:** _________________  **Projected Completion Date:** _______________

Local Agency Project: ______________________________________________________________

**Designated Agency Project Manager and Title:** _______________________________________

Full Project Route and Termini Description:___________________________________________

**Additional Description:** __________________________________________________________

Check one: Federal-Aid Highway?  [✓]

- National Highway System?  [ ]
- Off-system Bridge?  [ ]
- Enhancement?  [ ]
- Bicycle/Pedestrian Facility?  [ ]
- Safety Project?  [ ]
- Other  [ ]

If other, explain _________________________________________________________________

The following items are required actions of the Local Public Agency (LPA) Process, but are not all inclusive. Please refer to the project participation agreement for additional required items.

1. Was ALDOT authorization received by the Local Public Agency prior to beginning work and incurring expenses eligible for reimbursement under conditions of the signed Participation Agreement?
   - Yes ___  No ___ If “Yes”, submit documentation. If “No”, explain why.

2. Did the LPA procure consultant services through a competitive bidding process and negotiations using the State Procurement Regulations as a minimum guide?
   - Yes____  No____  If “Yes”, submit documentation. If “No”, explain why.
3. Did ALDOT approve the NEPA document prior to advancing the project to Right of Way (ROW) acquisition (if any) or construction? Yes___ No___ If “Yes”, submit documentation. If “No”, explain why.
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a. Were all applicable permits identified and obtained prior to beginning construction? Yes___ No___ If “Yes”, submit documentation. If “No”, explain why.
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4. If additional ROW was needed, did ALDOT approve ROW plans and authorize the Local Public Agency to acquire ROW? Yes___ No___ If “Yes”, submit documentation. If “No”, explain why.
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a. Was ROW acquired in accordance with the Uniform Act? Yes___ No___ If “Yes”, submit documentation. If “No”, explain why.
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b. Did the Local Public Agency submit and obtain approval of a ROW certification from ALDOT prior to advancing the project to construction? Yes___ No___ If “Yes”, submit documentation. If “No”, explain why.
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5. Did the Local Public Agency design and construct all work in accordance with each of the following as applicable to the project:

- ALDOT Standard Specifications for Highway Construction
- AASHTO Standard Specifications for Highway Bridges and latest Interim Specifications
- AASHTO’s “A Policy on Geometric Design of Highways and Streets”
- ADAAG (American with Disabilities Act Accessibility Guidelines)
- AASHTO’s “Guide for the Development of Bicycle Facilities”
- ALDOT’s “Proposed Transportation Enhancement Projects on ALDOT’s Right of Way”
- ALDOT’s Pavement Design Guide
- ALDOT’s Construction Manual

    Yes ___  No_____  If “Yes”, submit documentation.  If “No”, explain why.
6. Did the Local Public Agency schedule one or more field reviews with the ALDOT Division Engineer for proposed plans? Yes___ No ___ If “Yes”, submit documentation. If “No”, explain why.

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7. Did the Local Public Agency secure applicable encroachment permit from ALDOT? Yes___ No ___ If “Yes”, submit documentation. If “No”, explain why.

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8. Did ALDOT approve the plans, specifications, and estimates (PS&E) and authorize the Local Public Agency to advertise the project for construction? Yes___ No___ If “Yes”, submit documentation. If “No”, explain why.

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   a. Did the contract contain appropriate state and federal contract requirements? (PR 1273, EEO, Buy America, Non Collusion Cert, etc). Yes___ No___ If “Yes”, submit documentation. If “No”, explain why.

   _____________________________ _____________________________________________________
   _____________________________ _____________________________________________________

   b. Was ALDOT approval obtained for any sole source or proprietary items? Yes___ No___ If “Yes”, submit documentation. If “No”, explain why.

   _____________________________ _____________________________________________________
   _____________________________ _____________________________________________________

   c. Was ALDOT approval obtained for any force account work or locally supplied materials? Yes ___ No ___ If “Yes”, submit documentation. If “No”, explain why.

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9. Did the Local Public Agency award the contract based on responsive low bid in accordance with federal and state standards? Yes___ No___ If “Yes”, submit documentation. If “No”, explain what method.

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10. Was ALDOT Concurrence in Award received prior to executing the construction contract?  
   Yes ___ No ___  If “Yes”, submit documentation. If “No”, explain what method.  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________  
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   a. Did ALDOT approve project overruns and change in scope?  Yes ____ No ____  If “Yes”,  
      submit documentation. If “No”, explain what method.  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________

11. Did the Local Public Agency prepare a construction materials certification checklist?  
   Yes ___ No ___  If “Yes”, submit documentation. If “No”, explain why.  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________

12. Was the materials testing plan acceptable?  
   a. Was inspection and testing accomplished in accordance with the ALDOT Construction  
      Manual?  Yes ___ No ____  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________

   b. Were ALDOT qualified inspectors used?  Yes ___ No ____  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________  
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   c. Was materials testing performed by an AASHTO accredited lab?  Yes ____ No ____  
   _____________________________________________________________________________________  
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   d. Was disposition of non-conforming materials approved by the ALDOT?  Yes____ No____  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________  
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   e. Did ALDOT concur in selection and use of consultant CEI services?  Yes___ No____  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________  
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   f. Did ALDOT provide inspection oversight and independent assurance testing?  Yes___ No___  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________  
   _____________________________________________________________________________________
g. Was a materials certification prepared prior to project closeout?  Yes ___ No____
________________________________________________________
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13. Did the Local Public Agency ensure Davis-Bacon Wage Rates were paid by contractor and sub-contractors?  Yes _____ No _____ If “Yes”, submit documentation. If “No”, explain why.
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a. Were weekly wage rate interviews conducted and certified payrolls submitted to the LPA?  Yes _____ No_____ If “Yes”, submit documentation. If “No”, explain why.
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15. Did the Local Public Agency provide the necessary project closeout information for ALDOT to formally accept and closeout the project? Yes____ No____ If “Yes”, submit documentation. If “No”, explain why.
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____________________________________________________________________________

16. Add comments here:
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