Local Public Agency Construction WORKSHOP 2019
Special Thanks:

- East-West Gateway Council of Governments
- City of Maryland Heights
- CBB Transportation Engineers + Planners
Construction Staff

Cynthia Simmons, PE  
(314) 453-1833  (Cynthia.Simmons@modot.mo.gov)

John Brendel, PE (Franklin and Jefferson County)  
(314) 453-1836  (John.Brendel@modot.mo.gov)

Russ Klein, (St. Louis City & St. Louis County Dept. Of Transp. )  
(314) 453-5093 (Russell.Klein@modot.mo.gov)

Beth Bittick, (Special Projects)  
(314) 453-5068 (Beth.Bittick@modot.mo.gov)

(Vacant Areas - St. Charles Co. and St. Louis Co. Cities)
Design Staff

Randall Glaser, PE
(314) 453-5037 (Randall.Glaser@modot.mo.gov)

Tom McCloskey, (St. Charles & Southwest St. Louis County Co.)
(314) 453-1831 (Thomas.Mccloskey@modot.mo.gov)

Bill Gabler, (St. Louis City & St. Louis County Dept. Of Transp.)
(314) 453-5082 (William.Gabler@modot.mo.gov)

Chris Caldwell, (Jefferson Co., Franklin Co. & North St. Louis County)
(314) 453-1784 (Chris.Caldwell@modot.mo.gov)

Gregory Wilhelm, (Miscellaneous)
(314) 453-1832 (Gregory.Wilhelm@modot.mo.gov)
Right of Way Staff

Nicole Kreisel, (All LPA projects)
(314) 453-1825 (Nicole.Kreisel@modot.mo.gov)
LPA:136.11 Local Public Agency Construction

Information covered by this presentation can be found at the following link:
Person in “Responsible Charge” (Section 136.11.1)

• Required to be a full time public employee or elected official of LPA.

• On-line course for Certification available at https://www.modot.org/lpa-basic-training-class-link
  – Course is required for LPA and Engineering Consultants

• Review attendance roster to ensure status has not expired. Certification good for 2 years.
Responsibilities:

• Aware of day-to-day operations on the project

• Aware of and involved in decisions about changed conditions that require change orders

• Aware of qualifications, assignments, performance of consultant staff at all stages of the project

• Visits the project on a frequency that is commensurate with the magnitude & complexity of the project
Preconstruction Meeting  
(Section 136.11.4)

- MUST BE HELD PRIOR TO WORK STARTING ON THE PROJECT. IF NOT THE WORK WILL BE CONSIDERED NONPARTICIPATING.

- LPA, Prime Contractor, and MoDOT district contact shall attend at minimum. Other attendees can include, but not limited to: Local City or County Officials, Emergency Response (Police, Fire, etc.), and Utility Companies

- Meeting agenda should include major items of the contract and set a NTP date.

- Additional submittals to MoDOT district contact. (project schedule, proposed tester list & C-220 Forms)
The following slides touch on items that are required for federal aid projects.
Initial Data Letter (Section 136.11.4)

1. Project Identification
2. Contractor’s name and address
3. Construction Inspector’s name, address and phone number.
4. Name of Person in “Responsible Charge”
5. Name, address, and telephone number of local agency’s consultant, if applicable;
6. Date of construction engineering contract approval;
7. Date of notice to proceed;
8. Completion date or working days;
9. Amount of contract;
10. Location and description of work;
11. Date of letting;
12. Date of award;
13. Date of preconstruction conference;
14. Date on which work actually started; and
Request to Subcontract Work (C-220)  
(Section 136.11.5)

- LPA shall approve subcontractors before they start completing work onsite.
- C-220 forms shall be collected for all subcontractors except: Professional Services, Hauling, Suppliers and Manufacturers.
- No minimum dollar amount to require a C-220.
- Prime contractor must retain 30% of the contract.
- FHWA 1273 MUST PHYSICALLY BE INSERTED INTO THE SUBCONTRACTS.
Source Documentation
(Section 136.11.13.1)

Daily Field Diary:

• Handwritten (ink) in a bound field book or
• Computer generated
  • Currently approved software: Appia (but more to come)

Information Included:
• Includes facts; no opinions
• Date
• Weather
• Running total of contract time
• Contractor forces and work completed
• Notes from the day
• Signature of Inspector
Source Documentation, Cont.

Payment Diary:

- Handwritten (ink) in a bound field book or
- Computer generated
  - Currently approved software: Appia (but more to come)

Information Included:

- Date
- Location of the installed work
- Quantity of work installed on that day
- Running total
- Pertinent calculations or measurements
- Notes (certifications received, material accepted/rejected)
FRI 11/17/17 CLOUDY 60°-31°

Contractor

1 - FORM
2 - CR
3 - FIN
7 - Lab
1 - MML Lab

POURED 8" R.C. CONCRETE BASE IN FRONT OF SOUTH HALF OF MILLER DRIVE FROM STA. 20+70 TO STA. 21+12 R.T.

TYPE "5" AGG. BASE, 4"
31.3 SQ.
CONC. BASE, 8" R.C.
31.3 SQ.

POURED CONCRETE SIDEWALK AT THE FOLLOWING LOCATIONS:
STA. 41+29 TO 41+86 R.T. (37.5 SQ.)
STA. 42+28 TO 42+87 R.T. (87.3 SQ.)
STA. 51+93 TO 52+82 R.T. (12.3 SQ.)
STA. 52+79 TO 53+21 R.T. (21.2 SQ.)
STA. 52+32 TO 53+55 R.T. (29.9 SQ.) (TRUCC. DOORS = 2.4 SY.) STA 80+46 R.T.

WORK DAY
YES *197

PAY ITEMS

<table>
<thead>
<tr>
<th>PAY ITEMS</th>
<th>QTY</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE &quot;5&quot; AGG. BASE, 4&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8&quot; R.C. CONC. BASE</td>
<td>78.9</td>
<td>SY</td>
</tr>
<tr>
<td>7&quot; MIXED APPROACH</td>
<td>660.1</td>
<td>SY</td>
</tr>
<tr>
<td>CONCRETE SIDEWALK</td>
<td>159.6</td>
<td>SY</td>
</tr>
<tr>
<td>TRUCC. DOORS AWC CONC.</td>
<td>2.4</td>
<td>SY</td>
</tr>
<tr>
<td>INT. CURB, CURB 6&quot;</td>
<td>50.8</td>
<td>LF</td>
</tr>
<tr>
<td>HEAVY STONE VENEERING</td>
<td>33.6</td>
<td>SY</td>
</tr>
</tbody>
</table>

"To STA 30+41 R.T. ON MCCULLOY LN. (28.4 SY)"

CONCRETE SIDEWALK
159.6 SY.
TRUCC. DOORS, AWC CONC.
2.4 SY.

POURED 8" BASE CONC. FROM STA. 29+35 R.T.
To 30+41 R.T. PAY ROCK BASE = 28.0 SY
8" BASE = 24.6 SY. INT. CURB 76" = 31.0 LF
AND FROM STA. 30+77 TO 31+41 R.T. BASE
ROLL = 25.2 SY. 8" BASE CONC. = 23.0 SY
INT. CURB 76" = 19.8 LF

TYPE "5" AGG. BASE, 4"
53.2 SY.
**HEAVY STONE RENEMENT**

**30,000 SY**

- Removed construction debris and cleaned pavement across box culvert in preparation to open 2 additional lanes on Monday.

- Backfilled sidewalks and curbs around east side of Shankelford between Shanken LN and McLellan LN.

- Note: Amgen UE came in at 6 AM and removed their boom truck from pole on S.E. cor. of Lindsay LN.

- Covered all Conc. poured today and Thurs. due to cold temp. forecast.

- All traffic control in place at 7 AM and 3:30 P.M.

---

**BASE CONC. 8" N.R.**

- 97.4 SY

**INT CURB, OVER 6"**

- 50.8 LF

**FORMED AND POURED NORTH HALF OF 7"**

- Drove appr at STA 30+76" RKL, rock bed = 30.4 SY, 7" appr = 30.4 SY

- Poured south half of 7" appr at STA 29+93" RKL (7-11 ENTR), rock bed = 35.7 SY, 7" appr = 35.7 SY

**TYPE 5" AGG BASE 4"**

- 661 SY

**PAVED APPROACH, 7"**

- 661 SY

---

Placed additional heavy stone renement at top of curbs and behind barrierwall rating on north side of box culvert. Also placed smaller gabion stone on south side of box. Were contractor had cut in access road to channel.

---

Inspector’s Signature
Other Federal Documentation

- Required to be kept with the project file.
- Available for review by MoDOT or FHWA at any point during the project.

Documents Included:
- Information Poster (Section 136.11.6)
- Disadvantaged Business Enterprise (DBE) (Section 136.11.8)
- Commercially Useful Function (CUF) (Section 136.11.9)
- On-the-job Training (OJT) (Section 136.11.10)
- Erosion Control (Section 136.11.13.4)
- Labor Records (Section 136.11.14.1)
- Labor Interviews (Section 136.11.14.2)
- Change Orders (Section 136.11.15)
- Buy America Certification (Section 136.11.17)
Information Poster (Section 136.11.6)

- Completed by the LPA at the beginning of the project and every other month until the project is accepted.

- Make sure the board is within the project limits, visible and complete.
Information Poster (Section 136.11.6)

Common Errors or Questions:

Bulletin Board does not include EEO Policy for the subcontractors

(1) Equal Employment Opportunity (EEO) Policy
(Current) prime/subs over $10,000 posted individually (8 ½ x 11)

FULL Wage Order not provided

(17) Federal Wage Rate (Order/Determination)
MO Wage Order No. ____ (RSMO.290.290)
Complete wage order shall be on bulletin board or located in trailer. If complete order located in the trailer, a copy of the page listing the crafts for the county shall be posted on the board as well as reference to the complete order being located in the trailer. (8 ½ x 11)
Information Poster (Section 136.11.6)

Common Errors or Questions:

Blank FHWA 1022 form. Need to provide MoDOT and FHWA contact information to the form.

NOTICE

The highway construction underway at this location is a Federal or Federal-aid project and is subject to applicable State and Federal laws, including Title 18, United States Code, Section 1020, which reads as follows:

"Whoever, being an officer, agent, or employee of the United States, or any State or Territory, or whoever, whether a person, association, firm or corporation, knowingly makes any false statement, false representation or false report as to the character, quality, quantity, or cost of the material used or to be used, or the quantity or quality of the work performed or to be performed, or the costs thereof in connection with the submission of plans, maps, specifications, contracts, or costs of construction of any highway or related project submitted for approval to the Secretary of Transportation; or

Whoever, knowingly makes any false statement, false representation, false report, or false claim with respect to the character, quality, quantity or cost of any work performed or to be performed, or materials furnished or to be furnished, in connection with the construction of any highway or related project approved by the Secretary of Transportation; or

Whoever knowingly makes any false statement or false representation as to a material fact in any statement, certificate, or report submitted pursuant to the provision of the Federal Aid Road Act approved July 11, 1916 (39 Stat. 355) as amended and supplemented,

Shall be fined under this title or imprisoned not more than five years, or both."

Any person having reason to believe this statute is being violated should report the same to the agency representative(s) named below.

<table>
<thead>
<tr>
<th>State Transportation Agency</th>
<th>U.S. Department of Transportation</th>
<th>Federal Highway Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hotline for Fraud, Waste, &amp; Abuse</td>
<td>Division Administrator</td>
</tr>
<tr>
<td></td>
<td>1-800-424-9071</td>
<td></td>
</tr>
</tbody>
</table>

FHWA Form-1022 (Revised May 2015)
DBE Information (Section 136.11.8)

• DBE percentage goals are determined by MoDOT ECR in the PS&E process.
• DBE compliance consists of ensuring that the prime contractors utilize DBEs as indicated in the contract submittal.
• DBE vendors must be on the MoDOT approved MRCC listing at the bid opening.
• Substituting a DBE subcontractor must be approved by MoDOT ECR before the substitution takes place.

https://www.modot.org/welcome-external-civil-rights
CUF Form (Section 136.11.9)

- Completed by the LPA or their delegated representative for each DBE vendor on the project.
- If the prime contractor is a DBE then a CUF form shall be completed for them as well.
- LPA shall sign the form in the “MoDOT Representative” space.
On-the-job Training (Section 136.11.10)

• Projects are selected based on the total estimated cost of the project and the amount of labor hours expected to be needed to construct the project.

• Trainee costs are reimbursable with federal funds if funding is available.

• All training goals are established by the MoDOT External Civil Rights Division prior to letting.

• Trainee information must be documented on OJT-1, OJT-2, OJT-3 and OJT-6 forms. These forms and additional information can be found at the following link: http://www.modot.org/business/contractor_resources/External_Civil_Rights/jobtraining.htm
Erosion Control (Section 136.11.13.4)

- What does your SWPPP say?
- Completed by the LPA or their delegated representative once every 7 days unless a rain event occurs
  - Rain Event = Any event that causes runoff to occur (rainfall or snow/ice melt).
- Deficiencies noted shall be fixed by the contractor within 7 calendar days of receiving the report.
- Report should include:
  - Date
  - Observations relative to effectiveness
  - Actions taken or necessary to correct deficiencies
  - Areas where land disturbance operations have stopped.
  - Name and signature of the inspector.
Labor Records (Section 136.11.14.1)

Certified Payrolls:

• A certified copy of each weekly payroll must be submitted by the prime contractor within 7 days of the payment date of the payroll.
• The prime contractor is responsible for submittal of payrolls for all the subcontractors.
• The LPA is responsible for reviewing and checking the submitted payrolls at a minimum rate of 50%.
• Payrolls shall be stored in the project file and be available if requested by MoDOT or FHWA.
• The certified payroll will be utilized to check the Wage Interview form.
Labor Interviews (Section 136.11.14.2)

- One wage rate interview on the project every 2 weeks.
- Select from prime contractor and subcontractors workforce.
- Pick different individuals until the end of the project if possible.
- Complete the office portion when the certified payroll is received.
- Inform prime contractor if prevailing wages are not being paid.
Change Orders (Section 136.11.15)

- A change order is required to document contract changes such as increase/decrease of quantities, time extensions and changes in contract language.
- The MoDOT change order form should be used, but other forms are allowed. Same information is required.
- Items shall be listed in the order as they appear in the contract.
- Every item on the change order will need its own reason; no combination of items.
- A contingent item requires two estimates for approval. The contractors estimate and the independent estimate by the LPA.
- Change order reasons shall be accurate and complete. Using the Who, What, When, Where and Why process to formulate a reason when applicable.
Change Orders (Section 136.11.15)

• Discuss possible changes with your district contact before implementing them in the field. Allows LPA to know if the changes will be eligible for federal funding.

• A Lump Sum item cannot be increased or decreased. A Lump Sum will always be the whole value of 1 LS. In order to change the Lump Sum price it will have to zeroed out and added back to the contract at the new agreed price.

• All change orders require a signature from MoDOT to complete the change order process.

• Only after MoDOT approves the change order will costs related to the change order be reimbursable.
Buy America (Section 136.11.17)

• Buy America applies only to the federal aid highway construction program. Located in 23 CFR 635.410.
• Pertains to IRON or STEEL items and their coatings. Coatings include epoxy and galvanizing.
• All manufacturing processes must take place domestically. Manufacturing is defined as any process that modifies the chemical content; physical shape or size; or final finish of a product.
• Covers permanently incorporated iron or steel products. If the item is temporary and will be removed then it is not covered.
• Minimal Use Criteria: cannot exceed one-tenth of one percent (0.1%) of the total contract cost or $2,500.00, whichever is greater.
• New JSP for Buy America certifications. (See handout)
Reimbursements (Section 136.13.3)

- Submit to the district contact (construction) electronically as often as one every two weeks, but no longer than 6 months between requests (project becomes inactive).
- Provide all backup documents to support the request.
  - Construction Estimates
  - Invoices for stockpiled materials
  - Payroll information for wages
  - Invoices for Direct Costs
- PLEASE review for accuracy prior to submitting.
- Process CE Consultant, CE In-House and Construction related costs.
Summary Of Estimated Costs

Reimbursable Categories

Left side of Cost Summary under Proposed Work

<table>
<thead>
<tr>
<th>Proposed Work</th>
<th>Total Cost</th>
<th>Inv. Type</th>
<th>RTE(%5)</th>
<th>MDH(%5)</th>
<th>L230(%)</th>
<th>L500(%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>R/W</td>
<td>28,000.00</td>
<td>100</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>PRELIMINARY</td>
<td>163,723.75</td>
<td>15</td>
<td>0.00</td>
<td>0.00</td>
<td>22,800.00</td>
<td>80.00</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td></td>
<td>100</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>ROADWAY</td>
<td>775,338.13</td>
<td>04</td>
<td>620,270.48</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SAFETY ITEMS</td>
<td>87,417.20</td>
<td>21</td>
<td>69,955.76</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SDH/PO</td>
<td>27,061.00</td>
<td>25</td>
<td>22,259.44</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>CE - CONSULTANT</td>
<td>78,661.20</td>
<td>17</td>
<td>62,021.03</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>LANDSCAPING</td>
<td>126,641.80</td>
<td>31</td>
<td>99,585.12</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>UTILITIES</td>
<td>33,005.92</td>
<td>43</td>
<td>26,404.74</td>
<td>80.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

TOTAL FOR AGREEMENT 1,018,442.00
TOTAL FEDERAL 1,054,754.00
Summary Of Estimated Costs, Cont.

Reimbursable Percentage

This percentage shall be used for reimbursement requests per FHWA.

Adjustment can be made on final invoice.

<table>
<thead>
<tr>
<th>Proposed Work</th>
<th>Total Cost</th>
<th>Imp. Type</th>
<th>M24E(80%)</th>
<th>H230(80%)</th>
<th>L230(80%)</th>
<th>LOCAL FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROW</td>
<td>20,000.00</td>
<td>16</td>
<td>0.00 (0.00%)</td>
<td>0.00 (0.00%)</td>
<td>22,400.00 (80.00%)</td>
<td>5,000.00</td>
</tr>
<tr>
<td>PRELIMINARY</td>
<td>153,723.79</td>
<td>15</td>
<td>0.00 (0.00%)</td>
<td>130,979.03 (80.00%)</td>
<td>0.00 (0.00%)</td>
<td>32,744.76</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>775,338.10</td>
<td>24</td>
<td>630,270.48 (80.00%)</td>
<td>0.00 (0.00%)</td>
<td>0.00 (0.00%)</td>
<td>166,067.62</td>
</tr>
<tr>
<td>SAFETY ITEMS</td>
<td>97,417.20</td>
<td>21</td>
<td>69,953.75 (80.00%)</td>
<td>0.00 (0.00%)</td>
<td>0.00 (0.00%)</td>
<td>17,463.44</td>
</tr>
<tr>
<td>BIKE PATH</td>
<td>27,861.80</td>
<td>28</td>
<td>22,259.44 (80.00%)</td>
<td>0.00 (0.00%)</td>
<td>0.00 (0.00%)</td>
<td>5,572.36</td>
</tr>
<tr>
<td>CE - CONSULTANT</td>
<td>79,661.20</td>
<td>17</td>
<td>65,021.03 (80.00%)</td>
<td>0.00 (0.00%)</td>
<td>0.00 (0.00%)</td>
<td>14,630.16</td>
</tr>
<tr>
<td>LANDSCAPING</td>
<td>124,444.40</td>
<td>31</td>
<td>95,552.62 (80.00%)</td>
<td>0.00 (0.00%)</td>
<td>0.00 (0.00%)</td>
<td>24,865.06</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>12,300.60</td>
<td>15</td>
<td>9,605.81 (80.00%)</td>
<td>0.00 (0.00%)</td>
<td>0.00 (0.00%)</td>
<td>2,694.15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>M24E(80%)</th>
<th>H230(80%)</th>
<th>L230(80%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 (0.00%)</td>
<td>0.00 (0.00%)</td>
<td>22,400.00 (80.00%)</td>
</tr>
<tr>
<td>0.00 (0.00%)</td>
<td>130,979.03 (80.00%)</td>
<td>0.00 (0.00%)</td>
</tr>
</tbody>
</table>
## Summary Of Estimated Costs

### Reimbursable Federal Funds

**PER Agreement: 80% NTE $1,603,200.00**

NTE is the maximum amount of federal funding per the Project Agreement.

Total Federal is the amount of obligated federal funds.

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Cost</th>
<th>Type</th>
<th>M&amp;O(%)</th>
<th>N&amp;O(%)</th>
<th>L&amp;O(%)</th>
<th>LOCAL FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Work</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MWY</td>
<td>28,000.00</td>
<td>14</td>
<td>0.00</td>
<td>0.00</td>
<td>22,000.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>PRELIMINARY</td>
<td>163,733.79</td>
<td>15</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>30,744.75</td>
</tr>
<tr>
<td>ENGINEERING</td>
<td>773,336.10</td>
<td>15</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>155,067.82</td>
</tr>
<tr>
<td>ROADWAY</td>
<td>67,417.00</td>
<td>21</td>
<td>0.00</td>
<td>100.00</td>
<td>0.00</td>
<td>10,693.75</td>
</tr>
<tr>
<td>SAFETY ITEMS</td>
<td>27,061.00</td>
<td>25</td>
<td>22,065.44</td>
<td>0.00</td>
<td>0.00</td>
<td>22,065.44</td>
</tr>
<tr>
<td>BRIDGE</td>
<td>78,651.29</td>
<td>17</td>
<td>52,021.03</td>
<td>0.00</td>
<td>0.00</td>
<td>52,021.03</td>
</tr>
<tr>
<td>OE - CONSULTANT</td>
<td>124,444.40</td>
<td>31</td>
<td>50,055.52</td>
<td>0.00</td>
<td>0.00</td>
<td>50,055.52</td>
</tr>
<tr>
<td>LANDSCAPING</td>
<td>33,005.92</td>
<td>43</td>
<td>26,404.74</td>
<td>0.00</td>
<td>0.00</td>
<td>26,404.74</td>
</tr>
</tbody>
</table>

**TOTAL FOR AGREEMENT** 1,318,442.50

**TOTAL FEDERAL: 1,054,754.00**
Other Topics of Discussion

Document Retention (Section 136.11.13.7)

- The LPA shall maintain all books, documents, papers, accounting records and other evidence pertaining to the costs incurred for a total of 3 years after the date on which the local agency receives reimbursement of its final invoice from MoDOT.

Materials (Section 136.11.17)

- Testing and certification are necessary for all material incorporated into an LPA project. Use the FAST Guidelines for required tests and frequency they should be performed.
- All tests must be performed by a Certified Tester trained in the proper test methods. Testing audits are required by FHWA.
- Maintain material tickets to support quantities installed.
Final Acceptance (Section 136.11.19)

• When the LPA and the prime contractor presume that the project construction is complete, a semi-final inspection is scheduled by the LPA. Representatives from the LPA, MoDOT and the prime contractor shall attend.

• If the semi-final inspection results is no additional work needed then the project is given final acceptance.

• Only when no corrections or exceptions are noted can the project be accepted.

• Project time continues until all work is complete. Only exceptions allow for the contract time to be stopped.

• MoDOT and the LPA shall complete the Semi-Final Inspection Report (C-236)
Project Closeout (Section 136.11.20)

Final Closeout Certifications will need to be submitted within 60 days of the Final Inspection date.

Final Certifications Include:
• Final Invoice
• Final Change Order
• DBE Certification
  • LPA Recommendation Letter
  • Prime Contractor Verification Letter
  • Final Lien Waiver from all DBE vendors
• Final Estimate
• Settlement of Claims
• Final Lien Waiver
• Prevailing Wage Affidavit
• Final Inspection Letter
• Final Acceptance Letter
• Project Certification Letter
Project Closeout (Section 136.11.20)

Additional items required:

• Completed and signed ADA Checklist
• Completed Actual Tester List
• Completed and signed OJT Forms
• Completed Semi-Final Inspection Report C-236