LOCAL AGENCY FINAL CHECKLIST

North Dakota Department of Transportation, Construction

SFN 51823 (Rev. 9-2008)

1. Fed-Aid Project Number			
2. Contractor	3. Project Engineer	4. Owner	
5. Original Contract Amount	6. Final Contract Amount	7. Local Agency Review By	8. Review Date
9. Start Date	10. Completion Date	11. NDDOT District Review By	12. Review Date

This checklist applies to Federal Aid Projects and it should be attached to the letter of transmittal that accompanies the final project records from the Local Agency to the NDDOT district office, the checklist should be filled out, signed and dated by the project engineer or a local agency representative. District offices should send the checklist with the final records to the Construction Services office. See section VIII of the Field Office Procedures Manual for details in final records requirements.

Item To Be Submitted	Local Agency Submitted	NDDOT District Confirmed
1. Final Estimate Certified by Project Engineer	☐	☐
2. Final Acceptance Letter to Contractor from Project Engineer	☐	☐
3. Project Engineers Report on Materials Acceptance (SFN 10110)	☐	☐
4. Contract Time for Completion (SFN 5660)	☐	☐
5. Materials File	☐	☐
6. Quantity Book	☐	☐
7. Pay Quantity Reports	☐	☐
8. Correspondence File	☐	☐
9. Project Diaries	☐	☐
10. All Field Books (survey books, books used for quantity measurements)	☐	☐
11. Certified Payrolls	☐	☐

Continued

Item To Be Submitted	LocalAgency Submitted	NDDOT District Confirmed	Not Required
12. Statement of Materials Taken from Pits (SFN 10061)	☐	☐	☐
13. Haul Sheet File	☐	☐	☐
14. Summary of Aggregate Quality Tests (SFN 10072)	☐	☐	☐
15. Copy of Certified letter to Contractor (indicating what information is required from them)	☐	☐	☐
16. Explanation of Change in Plan	☐	☐	☐
17. Fuel Clause Adjustment (SFN 17483)	☐	☐	☐
18. DBE Participation Certification (SFN 14268)	☐	☐	☐
19. Haul Road Release (SFN 14458)	☐	☐	☐
20. Pit Release and Receipt (SFN 14486)	☐	☐	☐
21. Combined Materials and Project Acceptance Letter from NDDOT District Engineer		☐	

I hereby certify that the required records have been prepared and submitted in accordance with the Construction Engineering Services Agreement for this project. Also the contractor has been notified if Items 18 thru 20 are required and have not been submitted.

Project Engineer or Local Agency Representative	Date

Instructions for use of this form:

1. Project Engineer should fill in title blocks 1 thru 10. Project Engineer should be name and name of company or name of agency that is performing construction engineering.

2. Items 1 thru 11 should be included in the final records before submission to the NDDOT District Office.

3. Items 12 thru 17, if required, should be included in the final records before submission to the NDDOT District Office. See "NDDOT Construction Records Manual" to determine when these items are required.

4. Item 15, Certified Letter to Contractor, should be written by the project engineer whenever any paperwork from the contractor is missing. A sample letter is included in the Construction Records Manual.

5. Items 18 thru 20, may be required from the Contractor and final records can be submitted without these items. However, if any of the required items are missing, the Certified Letter to Contractor requesting them should be included. Any required items missing should be obtained by the Project Engineer, once obtained they should be submitted directly to the Construction Services office in Bismarck.

6. The District Engineer will prepare Item 21 after satisfactory records are received from project engineer.

7. Any required items not submitted must be documented with an appropriate explanation.