

LOCALLY-MANAGED FEDERAL PROJECT CHECKLIST

Project Name: _____ **DOT #** _____ **Federal #** _____

Application Approval Letter Received from NHDOT _____

PHASE	TOTAL	FEDERAL SHARE	TOWN/CITY SHARE	FY
PE				
ROW				
CONST				

DUNS Number **Sent** to NHDOT (if required): _____

Agreements **Received** from NHDOT: _____ **Sent** back to NHDOT: _____

Executed Agreement **Received** from NHDOT: _____

Scoping Meeting scheduled with NHDOT: _____

Notice to Proceed Effective: _____

Consultant QBS Process **Approved by** NHDOT: _____

Consultant Selected _____ **NHDOT Approved:** _____

Consultant Scope & Fee sent to NHDOT: _____ **NHDOT Approved:** _____

S&F for Eng. Study/PE sent to NHDOT: _____ **NHDOT Approved:** _____

Engineering Study sent to NHDOT: _____ **NHDOT Approved:** _____

S&F for Design-Bids sent to NHDOT: _____ **NHDOT Approved:** _____

Preliminary Plans sent to NHDOT: _____ **NHDOT Approved:** _____

Final Design Plans & Contract Proposal sent NHDOT: _____ **NHDOT Approved:** _____

S&F for Construction Engineering sent to NHDOT: _____ **NHDOT Approved:** _____

Environmental Documentation sent: _____ ROW Documentation sent: _____

NHDOT notice of approval to advertise the project received: Yes _____

Tabulation of Bids sent to NHDOT: _____ **NHDOT Approved:** _____

Copy of newspaper advertisement: **Sent to NHDOT:** _____

Notice of Award: **Sent to NHDOT:** _____

Construction Contract: **Sent to NHDOT:** _____

As-Built Plan Mylars sent to NHDOT: _____

Request for Reimbursement of Final Costs sent to NHDOT: _____

Project Close-out forms sent to NHDOT: _____

Reimbursement of Final Costs **Received** from NHDOT: _____