

## CHECKLIST FOR ABGP PROJECT DOCUMENTATION

	Sent to NHDOT? Yes, No, N/A	Date
Current Exhibit A on file at NHDOT		
Current ALP and contains current project on file at NHDOT		
Scoping meeting minutes		
Anticipated project schedule		
Transfer of Non-Primary Entitlement Funds Agreement		
<b>E.O. 12372 Intergovernmental Review</b> (Complete items A through D below)		
A. Section 106		
B. USFWS		
C. Coastal zone		
D. Intergovernmental review by NHOEP		
<b>Force account justification and approval</b> (e.g., need "proof" that these activities: 1. are beyond the responsibilities that the city personnel was hired for, 2. can be performed by qualified city personnel (assuming the qualifications weren't part of the original job description, see (a) above) and, 3. are more cost effective for city personnel to conduct these activities rather than hiring a consulting firm, and 4. if (a) through (c) are met, NHDOT needs exact costs anticipated to be incurred, not a percentage of project.		
Record of negotiations of consultant's fees		
Final consultant's work scope and fee (e.g., contract)		
Project specifications and plans	Prelim: As Bid: Contract: As-Built:	Prelim: As Bid: Contract: As-Built:
Justification for specifying sole source or proprietary items/services		

Sent to NHDOT? Yes, No, N/A		Date
Project Design Calculations (Complete items A through H below)		
A. SRE calculations		
B. Pavement design calculations		
C. SRE building eligibility calculations		
D. Obstruction light/hazard beacon calculations		
E. Drainage calculations		
F. Easement surface calculations		
G. Non-AIP eligible item calculations		
H. Preliminary construction cost estimate calculations		
OE/AAA Determinations and/or Determinations of Landing Area Proposal (see FAA Form 7460 or FAA Form 7480)		
Construction Safety/Phasing Plan		
Bid tab with engineer's estimate of construction costs		
Recommendation of bid award		
Construction Management Plan		
Price/Cost Analysis for all procurements including change orders (see ¶ 903 in FAA Order 5100.38C)		
Public hearing documentation (see FAA Form 5100-100 page 3a)		
Copies of permits		
Copy of DBE Plan/Update and FAA Approval	Plan Submitted: Approval:	Plan Submitted: Approval:
Grant application package including certifications		

	Sent to NHDOT? Yes, No, N/A	Date
Justification for engineering fees more than 25% of the project costs		
EIS public record of decision		
Project change order request and backup documentation		
Aviation forecast		
Modification to Standards justification		
Grant Reimbursement Request Documentation (include number of grant reimbursements requested)		
Monthly Construction Progress Reports		
Final project inspection minutes and punchlist items		
Grant amendment documentation		
Submission of special grant agreement condition requirements (e.g., Construction Management Plan, Pavement Management Plan, etc.)		
Pavement Maintenance Agreement		
Project Closeout Report		
Final clear title evidence (real property or equipment)		
Copy of recorded property deed and updated Exhibit A		
Value engineering documentation		
Donations, Contributions, and Loan Agreements		
Transmittal of As-Builts/ALP Update to NHDOT		