

**Special Projects Construction Oversight Plan Checklist
STATE FUNDED - OFF SYSTEM**

	ACTION	Required	Complete
1	Receipt of Signed and Sealed Plans, Construction Contract with Specifications, and Contract with Agency from District Operations Special Projects	YES	
2	Attend Pre-Construction Meeting	NO	
3	Verify Agency or Consultant CEI Staffing Plan	NO	
4	Verify/Monitor Construction Schedule	NO	
5	Receipt of Notice to Proceed from District Operations Special Projects	NO	
6	Field Review – verify compliance w/plans and specifications – one per month minimum or more frequently @ Project Administrator’s discretion – perform discretionary quantity checks to substantiate agency’s invoice – email concurrence of invoice and completed field review form to District Office	NO	
7	Field Review – macro verification of progress to substantiate invoice – email concurrence of invoice and completed field review form to District Office	YES	
8	Coordinate with District Operations Special Projects	NO	
9	Attend Coordination Meetings @ Project Administrator’s discretion	YES	
10	Verify Compliance with Federal Aid Contract Provisions – Posters, Certified Payrolls, Labor Interviews, DBE, On the Job Training	NO	
11	Perform I/A level materials testing and sampling	NO	
12	Review Change Orders	NO	
13	Final Field Review – meet with agency to identify any deficiencies that will prevent final acceptance – email completed field review form to District Office	NO	
14	Final Acceptance – verify that all deficiencies have been corrected – email completed field review form to District Office	NO	