

Draft of Questions for Review of Construction Oversight on City Administered Projects

Project Oversight

- Who is the Cities representative in “responsible charge” of the project?
- Who is the Project Manager?
- How is the project staffed? City or Consultant?
- Number of inspectors assigned to project?
- What is the experience level and training of project staff?
- Have inspectors been certified through KDOT’s CITT or other approved certification courses?

General Inspection

- Is each operation receiving appropriate inspection?
- Are inspectors knowledgeable of the operation(s) they are inspecting?
- Is work being completed in accordance with approved plans and specifications?
- Do materials being incorporated meet requirements of the specifications?
- How is inspection being documented?
- Is erosion control installed in accordance with an approved erosion control plan and being properly maintained?

- Is traffic control installed in accordance with the traffic control plans and properly maintained?

General Testing

- Are all materials being tested as required by the specifications/special provisions and at the frequency specified?
- How is testing being documented?
- Do individuals performing tests have certification through CITT or other recognized certification course?
- How are failing tests being addressed?
- Are mix designs approved? Material sources?

Documentation

- Are project diaries complete and up-to-date?
- Is documentation adequate to show completed work is being paid on progress payments?
- Does documentation show proper inspection and testing prior to payment?
- Are required material certifications on file?
- Have any required shop drawing been approved? Are they on file?
- Have subcontractors been approved prior to their start of work?

- Are DBEs shown on the commitment form performing the work with their own supervision, own crews, and own equipment?
- Are project changes documented and approved?
- How are stored materials being handled/paid?
- Are certified payrolls being received? Are they being checked to ensure proper payments to employees? Are wage rate interviews being conducted?
- Is a contractor bulletin board visible, in good condition, and contain required posters?
- Does the contractor have an approved erosion control plan? Are weekly inspections and rain event inspections being made and documented?
- Are As-Built plans being maintained?
- How does the City maintain project documentation after completion of the project? For how long?

ARRA Projects Additional Items

- Are ARRA signs erected?
- Is monthly employment data being reported by the contractor? Consultant? LPA?
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