

Suggested State Oversight Project Review Plan

Interim Reviews

Frequency

TxDOT and FHWA suggest that an interim project review be performed during each major phase of construction on high cost and complex exempt federal-aid projects. Major construction phases are defined as:

1. grading/drainage
2. flexible or rigid pavements, and
3. structures.

We recommend that at least one interim review be conducted on all projects **except** for the following types:

- ◆ Projects consisting only of pavement markings, signing, illumination and/or signalization
- ◆ Emergency Relief (ER) projects
- ◆ Transportation Enhancement projects
- ◆ Other projects of a very short duration.

Content/Documentation

We recommend that documentation for an interim review include the following:

- ◆ Interim Project Review Checklist
- ◆ Interim Project Review Summary (copy to CMD)
- ◆ Interim Review Documentation Forms (if desired by the reviewer [s])

Final Reviews

Frequency

The FHWA requires that a final project review be completed for all exempt federal-aid projects.

Content/Documentation

We recommend that documentation for a final review include the following:

- ◆ Final Project Review Checklist
- ◆ Final Project Review Summary.(copy to CMD)

Acceptance of Projects

Form FHWA-1446C is the official documentation stating that the project has been accepted for federal participation. In November, 2002, the Construction Division issued a memorandum to all the districts eliminating the requirement to submit Form FHWA-1446C to the Federal Highway Administration and the Construction Division, as recent changes in the FHWA system eliminated the need for this form.

The Finance Division (FIN) also eliminated the need to receive this form, except in cases where the federal participation does not apply to all project costs and this is documented on the Form FHWA-1446C. In these cases where non-participating costs, such as delays due to utility adjustments or non-participating change orders are involved, FIN will need a copy of the form. In all other cases where the entire project is federally participating, FIN will not need a copy. If FIN does not receive Form FHWA-1446C within sixty days of

the final contractor payment, FIN will proceed with the closeout process and assume the entire project was federally participating.

Upon completion of exempt federal-aid projects and completion of records and payments, the DE or the DE's designee reviews and signs this form. Be sure to include all project numbers that have federal funding and are grouped with a controlling project when completing this form.

In cases where federal participation does not apply to all project costs, the original Form FHWA-1446C is sent directly to the Claims Management Section of FIN.