



2024 Federal-aid Overview Seminar -

Post-Letting: Construction Inspection and Contract Administration Agenda

| Time | Agenda Item | Time | Agenda Item |
|--------------|---|------|--|
| 8:00 - 8:30 | Registration | | Project Close-out for Highway Projects - Region Field Engineers |
| 8:30 | Welcome - Nicole Moore <ul style="list-style-type: none">• Introductions• Purpose and Format• Breaks and Facilities• General DOT Contacts• Website resources Welcome - FHWA | | <ul style="list-style-type: none">• Inspection and Acceptance of Field Work• Pre-audit Checklist and Procedures• Semi-final Voucher / Pay Estimate• Construction and Materials Audits• Final Voucher / Pay Estimate• Final Forms Packet• Final Payment and Federal Reimbursement• Interest Payments• Project Close-out |
| | Construction Inspection - Region Field Technicians <ul style="list-style-type: none">• Pre-construction Meeting• Project Inspection Duties• I.M. 6.000 & 6.110• Working Day Reports• Change Orders• EEO / AA and Wage Rate Compliance• Certified Payrolls• Davis-Bacon Wage Rates• Prompt Payment• No certification, No pay• Build America Buy America (BABA)• Specification updates• Training Opportunities | | Break and Refreshments (provided) |
| | Materials - District Materials <ul style="list-style-type: none">• Materials Testing and Certification• Materials I.M. 101 - example• Materials Acceptance Report• Build America Buy America (BABA) | | Project Close-out for Non-Highway Projects - Deb Arp <ul style="list-style-type: none">• Process Differences for Non-Highway Projects• Materials Acceptance Requirements |
| | Break and Refreshments (provided) | 3:30 | Closing Remarks - Nicole Moore <ul style="list-style-type: none">• Top Things to Remember |
| | Doc Express & Appia – Doug Heeren/Niki Stinn <ul style="list-style-type: none">• Naming Convention• Project Setup• Record Keeping/Audit Guidance• Change orders• Payment vouchers• Final voucher process• Reminders & Additional Resources• Automated Payment Instructions (CPS) | | |
| | Payments & Claim Reimbursements – Field Team <ul style="list-style-type: none">• Payment Vouchers (Contractor Pay System, CPS)• Claims for Reimbursement (Form 517050)• Inactive Obligations & PEDs | | |
| 11:30 - 1:00 | Lunch (on your own) | | |
| | Final Field Reviews - Region Field Engineers <ul style="list-style-type: none">• What do we look for?• Constructability issues | | |