

**GUIDELINE FOR INSPECTION OF LOCALLY ADMINISTERED  
CONSTRUCTION CONTRACTS FOR  
TRANSPORTATION ALTERNATIVES PROGRAM (TAP) PROJECTS AND  
RECREATIONAL TRAILS PROGRAM (RTP) PROJECTS**

Upon receipt of written concurrence from the Arkansas Department of Transportation in the award of the construction contract, the construction contract may be executed. The following minimum guidelines for inspection must be met:

- 1) Project must be inspected by a Professional Engineer registered to practice in the State of Arkansas.
- 2) Project must be inspected using best practices for the type of work and the Sponsor is not required to use Department inspection procedures.
- 3) Prior to beginning construction activities, the Sponsor must hold a pre-construction meeting and must invite the Department's Resident Engineer (RE) assigned to the project. At the meeting:
  - a) The Sponsor will provide the RE two sets of plans and two copies of the construction contract. (One for RE's records and one to be sent to Local Programs Division)
  - b) The RE will provide a packet of posters and notices required by the FHWA-1273 supplemental specifications.
- 4) Submit the Construction Certification and Reimbursement Request (CCRR) form to the RE for review and handling. RE to check:
  - a) Maximum federal funding available.
  - b) Signed by Sponsor's Chief Elected Official (CEO).
  - c) RE to review for math errors and compare to previously submitted CCRRs.
  - d) Page 2 must be submitted.
  - e) Copy of check(s) from the Sponsor to the Sponsor's Contractor and LPA Report(s) of Daily Worked Performed.
- 5) Prior to implementing change orders, the Sponsor must submit fully executed change orders to the Department's RE for Department review and approval. The change order form must include:
  - a) The Sponsor's CEO (or designated representative), Engineer, and Contractor's signature.
  - b) Description of the change and why the change was necessary.
  - c) For unit price contracts, any changes in quantities.
  - d) For new pay items, the pay item name, quantities, units, and unit price.
  - e) Time extensions.
  - f) All change orders must be reviewed and approved before beginning work except for reconciliation change orders at the end of the project.
  - g) Reconciliation changes are required for project underruns greater than 20% and for all projects greater than 10% over.
- 6) Upon completion of the Project:
  - a) Submit a CCRR form showing the work completed as the final contract amount.
    - i) This form must be submitted even if the Sponsor has been reimbursed 100% of the Federal-aid available for the Project.
  - b) Hold a final acceptance meeting in which the Sponsor's engineer, the designated full-time employee and the Department's RE must attend.
  - c) Submit the LPA Final Acceptance Report form to the RE at the final acceptance meeting.