



Local Government Projects Frequently Used Forms and Documents

Local Government Programs Section

These are sample forms and documents. Local governments may use these forms and documents or can develop their own forms and documents containing similar items. Not all elements apply to every project.

* NOTE: Some of these forms and documents are only accessible by using Internet Explorer.

Local Government Project Development Process Flowcharts

- [Project Initiation](#)
- [Non-Construction Project or Program](#)
- [Preliminary Engineering and Design](#)
- [Environmental Compliance](#)
- [Right of Way and Utilities](#)
- [Plans, Specifications and Estimates Development](#)
- [Letting and Award](#)
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Forms and Documents

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- 1-1 [LG Project Development and Delivery Checklist](#)

Chapter 2: Project Initiation

- 2-1 [Sample Agenda – Initial Project Coordination Meeting](#)
- 2-2 [LG Project Designations](#)
- 2-3 [Sample Billing Worksheet Cover Sheets](#)

Chapter 3: Non-Construction Projects

- 3-1 [Non-Construction Projects Review Checklist](#)
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Chapter 4: Preliminary Engineering and Design

- 4-1 [Professional Services Procurement Review Checklist](#)
- 4-2 [Design Summary Report \(Form 2440\)](#)
- 4-3 [General Design Guidelines Review Checklist](#)
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Chapter 5: Environmental Compliance

- 5-1 [Environmental Compliance Review Checklist](#)

Chapter 6: Right of Way and Utilities

- 6-1 [Title III Parcel Review Checklist for LPAs \(Form ROW-LPA-IIIIPR\)](#)
- 6-2 [Right-of-Way Review Checklist](#)
- 6-3 [Sample Right-of-Way Certification Statements](#)
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Chapter 7: Plans, Specifications and Estimates (PS&E) Development

- 7-1 [Significant Project Procedures \(Form 2229\)](#)
- 7-2 ["Contractor's Assurance" Page](#)
- 7-3 [Bid Document Checklist](#)
- 7-4 [Sample Liquidated Damages Calculations](#)
- 7-5 [Sample Bidder Certification](#)
- 7-6 [Child Support Statement](#)
- 7-7 [State of Texas Child Support Business Ownership Form](#)
- 7-8 [Sample "2 CFR 200.216 and 2 CFR 200.471 Compliance" Contract Language](#)
- 7-9 [Sample Railroad Certification Statements](#)

Chapter 8: Letting and Award

- 8-1 [Engineering and Architectural Letter of Authority Review Checklist](#)
- 8-2 [Electronic State Business Daily Instructions](#)
- 8-3 [Sample Pre-Bid Meeting Agenda](#)
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- 8-5 [Letting and Award Checklist](#)
- 8-6 [Recommended Submissions for TxDOT Concurrence with Contract Award](#)
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Chapter 9: Construction

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- 9-6 [Sample Construction Notice to Proceed](#)
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- 9-8 [Sample LG Project Completion Certification Letter](#)
- 9-9 [Construction Storm Water Pollution Prevention Plan Field Inspection and Maintenance Report \(Form 2118\)](#)
- 9-10 [SW3P Inspection Log](#)
- 9-11 [Traffic Control Devices Inspection Checklist \(Form 599\)](#)
- 9-12 [Quality Assurance Program for Design-Bid-Build Projects](#)
- 9-13 [Sample LG Materials Certification Letter](#)
- 9-14 [Guide Schedule of Sampling and Testing](#)
- 9-15 [Sample Daily Project Diary](#)
- 9-16 [Work Report \(Form 1257\)](#)
- 9-17 [Summary of Work Performed \(Form 1258\)](#)
- 9-18 [Documentation for LG Project Records by Bid Item](#)
- 9-19 [Required Contract Provisions Federal-Aid Construction Contracts \(Form FHWA-1273\)](#)
- 9-20 [Subcontractor Request for Approval \(Form 2802\)](#)
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- 9-22 [Commercially Useful Function Project Site Review \(Form 2182\)](#)
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- 9-24 [Request for Payment of Materials on Hand \(Form 1915\)](#)
- 9-25 [LG Billing Worksheet](#)
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- 9-27 [Billing Worksheet \(Form 2557\)](#)
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- 9-29 [Contract Time Statement \(Form 252\)](#)
- 9-30 [Material Statement \(Form 1818\)](#)
- 9-31 [Construction Contract Change Order Form \(Form 2146-L\)](#)
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Chapter 10: Project Close-out and Maintenance

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- 10-2 [LG Final Project Records Review](#)
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