



Project CSJ: _____
 LG Name: _____
 LG Texas ID No. (TIN): _____
 District: _____
 Project Name: _____

TxDOT Project Update Evaluation of LG Qualifications
*(Local Government Agency management
 of project development process elements)*

In accordance with the executed Advance Funding Agreement, the local government (LG) agency is managing the following elements of the project development process:

LG is managing the following activities for this project	Being performed by LG with its own staff?	Being performed by consultant under contract with LG?
Environmental		
Right-of-way acquisition		
Utility relocation		
Design and bid document preparation		
Letting and award		
Construction oversight, inspection, documentation and project close-out		
Other _____		
Other _____		

Describe LG's method of performing these management services for this project

Name of person serving in the position of Qualified Person		Position/Title	
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TxDOT Risk Rating of LG Agency: _____ Date of Rating: _____

LG's performance on this project to-date is as follows:

a. Timeliness and quality in acquisition of right of way	
b. Timeliness and quality in relocation of utilities	
c. Timeliness and quality of preparing environmental documents and obtaining required permits and clearances	
d. Timeliness and quality of project design and developing contract documents	

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e. Timeliness and quality of letting and awarding construction contract	
f. Quality of performance in managing construction contractor and contract change orders	
g. Quality of performance in project inspection and documentation during construction	
h. Timeliness and quality of reimbursement requests throughout project	
i. Timeliness and quality of project close-out after project acceptance	
j. Timeliness of submitting supplemental funding when required	
k. Timeliness and adequacy in responding to audits	

Based upon the district's review of LG's project performance to-date, the District has determined that LG has adequate project delivery systems and sufficient accounting controls, to continue performing the following elements of the project development process:

Environmental	<input type="checkbox"/>	ROW acquisition	<input type="checkbox"/>	_____	<input type="checkbox"/>
Design/PS&E	<input type="checkbox"/>	Utility relocation	<input type="checkbox"/>	_____	<input type="checkbox"/>
Letting & award	<input type="checkbox"/>	Construction	<input type="checkbox"/>	None	<input type="checkbox"/>

The District has determined it will provide: Level 1 , Level 2 , Level 3 oversight, as defined below, for the duration of the project to maximize LG's compliance with applicable federal and state laws and regulations.

TxDOT District Oversight Activity ¹	Minimum Frequency ²		
	Level of Oversight		
	1	2	3
LG submit and TxDOT review project reports	Quarterly	Monthly	Monthly
TxDOT host project review/coordination meetings with LG	Quarterly	Monthly	Semi-monthly
TxDOT conduct worksite/project site visits	Annually ³	Monthly	Weekly
TxDOT review LG project documentation/records	Annually ³	Monthly	Monthly
LG submit and TxDOT review and approve reimbursement requests	Monthly	Monthly	Monthly

¹ Refer to TxDOT LG Project Management Guide for additional detail on oversight activities

² Greater frequency may be at District discretion

³ Minimum of two times

Recommendation:

Acknowledgement:

 Director, District TP&D

 Director, District
 Construction

 District Engineer

 District Engineer
 signature date