

**DOTD Local Road Safety Program/Safe Routes to School
Quarterly Project Status Report of Current Project Phase**

Project Name

.....j

Project Number

Entity

Year

Pre-Design Activities

Not Applicable
RFP Advertised
Consultant Selected
Retainer Contract Executed

Utility Relocation

Not Applicable
Contacted DOTD Utility Section for guidance
Contacted Utility Companies
Utility relocation complete

Design

Preparing Plans
50% Plans submitted to DOTD
TC Details received from DOTD
Construction Cost Estimate submitted to DOTD
Draft Proposal submitted to DOTD
100% Plans submitted to DOTD
Bid Documents submitted to DOTD

Letting/Award

Project advertised
Compared cost to Entity-State Agreement
Recommend award to DOTD
Construction contract executed
Contract recorded in local Clerk of Court

Right-of-Way

Not Applicable
Submitted LPA Assurance Letter to DOTD
Contacted DOTD RW Section for guidance
RW offers made to owners
RW acquisition complete
DOTD reviewed & certification received

Construction

Project Under Construction
Daily work reports in SiteManager

Traffic Control Diary in Site Manager
Partial estimate paid to contractor
Sampling plan being followed

Project Completion

Request final inspection by DOTD
Final Inspection made
Resolution adopted granting final acceptance to contractor
Final Acceptance recorded in Clerk of Court
Final Estimate submitted to DOTD

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(All fields are required)

Provide a brief description of progress made since last report

Explain any delays experience and efforts made to correct

Describe anticipated work efforts for next month

Information required from DOTD for project development

Completed by (Entity Responsible Charge)

..... **Title**

Date

Check each activity that applies. Complete the form quarterly and submit to the Program Project Manager with copies to the District Administrator