



# Local Government Projects Frequently Used Forms and Documents

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Local Government Projects Office

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.

## **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](#)
- [Construction](#)
- [Project Close-out and Maintenance](#)

## **Forms and Documents**

- [LG Project Development Checklist \(Project Initiation – Project Closeout\)](#)

### *Chapter 2: Project Initiation*

- 2-1 [Sample Agenda – Project Kick-off Meeting](#)
- 2-2 [Sample Billing Worksheet Cover Sheets](#)

### *Chapter 4: Preliminary Engineering and Design*

- 4-1 [Professional Services Procurement Review Checklist](#)
- 4-2 [Design Summary Report \(Form 2440\)](#)
- 4-3 [Engineering and Architectural Design Checklist](#)
- 4-4 [Engineering and Architectural Design Schematics and Layout Checklist](#)

### *Chapter 6: Right of Way and Utilities*

- 6-1 [Title III Parcel Review Checklist for LPAs \(Form ROW-LPA-IIIPR\)](#)
- 6-2 [Right-of-Way Review Checklist - On System](#)
- 6-3 [Sample Right-of-Way and Utility Statements](#)
- 6-4 [Sample Full Donation Letter](#)
- 6-5 [Utilities Review Checklist](#)
- 6-6 [TxDOT Implementation of Buy America Laws for Utility Accommodations](#)

### *Chapter 7: Plans, Specifications and Estimates (PS&E) Development*

- 7-1 [Significant Project Procedures \(Form 2229\)](#)
- 7-2 [Bid Document Checklist](#)
- 7-3 [Sample Liquidated Damages Calculations](#)
- 7-4 [Sample Bidder Certification](#)
- 7-5 [Child Support Statement](#)
- 7-6 [State of Texas Child Support Business Ownership Form](#)
- 7-7 [Railroad Agreements Statement](#)

7-8 [Engineering and Architectural Letter of Authority Checklist](#)

### *Chapter 8: Letting and Award*

- 8-1 [Electronic State Business Daily instructions](#)
- 8-2 [Pre-Bid Meeting Agenda](#)
- 8-3 [Letting and Award Checklist](#)
- 8-4 [Recommended Submissions for TxDOT Concurrence with Contract Award](#)
- 8-5 [Contract Execution Checklist](#)

### *Chapter 9: Construction*

- 9-1 [Contract Administration Checklist](#)
- 9-2 [Local Let Oversight Checklist](#)
- 9-3 [Sample Construction Authorization to Begin Work](#)
- 9-4 [Sample Pre-Construction Meeting Agenda](#)
- 9-5 [Pre-Construction Meeting Guide & Minutes](#)
- 9-6 [Local Government Construction Inspection Report \(Form 2423\)](#)
- 9-7 [Sample Project Completion Certification Letter](#)
- 9-8 [Construction Storm Water Pollution Prevention Plan Field Inspection and Maintenance Report \(Form 2118\)](#)
- 9-9 [SW3P Inspection Log](#)
- 9-10 [SW3P Inspection Tracker](#)
- 9-11 [Traffic Control Devices Inspection Checklist \(Form 599\)](#)
- 9-12 [Quality Assurance Program for Construction](#)
- 9-13 [Sample Acceptable Quality Assurance Program](#)
- 9-14 [Quality Assurance Program Oversight on Local Government Projects](#)
- 9-15 [Certification of Materials Used](#)
- 9-16 [Guide Schedule of Sampling and Testing](#)
- 9-17 [Work Report \(Form 1257\)](#)
- 9-18 [Summary of Work Performed \(Form 1258\)](#)
- 9-19 [Required Contract Provisions Federal-Aid Construction Contracts \(FHWA-1273\)](#)
- 9-20 [Request for Approval of Subcontractor](#)
- 9-21 [Subcontractor Approval Log](#)
- 9-22 [Commercially Useful Function Project Site Review \(Form 2182\)](#)
- 9-23 [Request for Payment of Materials On Hand Summary Page \(Form 1914\)](#)
- 9-24 [Request for Payment of Materials On Hand \(Form 1915\)](#)
- 9-25 [LG MOH Certification](#)
- 9-26 [Billing Worksheet](#)
- 9-27 [Prompt Payment Certification – Federal-Aid Projects and Projects with SBE Goals \(Form 2177\)](#)
- 9-28 [Local Let Oversight Payment Form](#)
- 9-29 [Contract Time Statement \(Form 252\)](#)
- 9-30 [Material Statement \(Form 1818\)](#)
- 9-31 [Construction Contract Change Order Form \(Form 2146-L\)](#)
- 9-32 [Memorandum of Understanding Regarding the Adoption of TxDOT's Federally-Approved DBE Program \(Form 2395\)](#)
- 9-33 [DBE Monthly Progress Report \(Form SMS.4903\)](#)
- 9-34 [DBE Final Report \(Form SMS.4904\)](#)
- 9-35 [Monthly Barricade Inspection](#)

- 9-36 [Request for Authorization of Additional Classification and Rate \(Standard Form 1444\)](#)
- 9-37 [Labor Standards Review \(Form 2220\)](#)

*Chapter 10: Project Close-Out and Maintenance*

- 10-1 [Sample Completion of Construction Letter](#)
- 10-2 [Final Project Records Review Report](#)
- 10-3 [Recommended Required Elements Checklist](#)