



# **Local Government Projects Frequently Used Forms and Documents**

Local Government Programs Section,  
Transportation Programs Division

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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 the PDF forms and documents are only accessible by opening directly in Adobe Acrobat.*

## **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**

### **Chapter 1: Introduction**

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**

3-2 [Sample Agenda – Post Award Meeting](#)

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

4-2 [Design Summary Report \(Form 2440\)](#)

## **Chapter 5: Environmental Compliance**

This chapter does not contain any specific program forms.

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

6-1 [Title III Parcel Review Checklist for LPAs \(Form ROW-LPA-IIIPR\)](#)

6-3 [Sample Right-of-Way Certification Statements](#)

6-4 [Sample Full Donation Letter](#)

6-6 [Sample Utility Certification Statements](#)

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

### **Development**

7-1 [Significant Project Procedures \(Form 2229\)](#)

7-2 [“Contractor’s Assurance” Page](#)

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**

- 8-2 [Electronic State Business Daily Instructions](#)
- 8-3 [Sample Pre-Bid Meeting Agenda](#)
- 8-4 [LGP Addendum Request Form](#)
- 8-6 [Recommended Submissions for TxDOT Concurrence with Contract Award](#)

## **Chapter 9: Construction**

- 9-2 [Contract Administration Checklist](#)
- 9-3 [Recommended Documentation Frequencies and Monitoring](#)
- 9-4 [Sample Pre-Construction Meeting Agenda](#)
- 9-5 [Pre-Construction Meeting Guide & Minutes](#)
- 9-6 [Sample Construction Notice to Proceed](#)
- 9-7 [LGP Construction Oversight](#)
- 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 \(Form 2802\)](#)
- 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 \(Form 1915\)](#)
- 9-26 [Prompt Payment Certification \(Form 2177\)](#)
- 9-28 [Contractor Staff Designee Submission \(Form 2795\)](#)
- 9-29 [Contract Time Statement \(Form 252\)](#)
- 9-30 [Material Statement \(Form 1818\)](#)
- 9-31 [Change Order Form](#)
- 9-32 [DBE Monthly Progress Report \(Form SMS-4903\)](#)
- 9-33 [DBE Final Report \(Form SMS.4904\)](#)
- 9-34 [Monthly Barricade Inspection Log](#)
- 9-35 [Request for Authorization of Additional Classification and Rate  
\(Standard Form 1444\)](#)
- 9-36 [Labor Standards Review \(Form 2220\)](#)
- 9-37 [Labor Interview Tracking Log](#)
- 9-38 [Bulletin Board Checklist](#)

## **Chapter 10: Project Close-out and Maintenance**

- 10-1 [Sample TxDOT Completion of Construction Letter](#)
- 10-2 [LG Final Project Records Review](#)
- 10-3 [Sample TxDOT Completion of Records Review Letter](#)