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| Project Information |
| Local Public Agency (LPA) Name       | FAP Number       |
| Project Name       | Key Number       |
| LPA FT Employee in Responsible Charge\*       |  |
| LPA Project Manager       |  |
| Contractor Name       | Contract Number       |

Distribution List

**RAS** **[ ]  QAC** **[ ]  CONTRACT ADMINSTRATION UNIT** **[ ]  LAL** **[ ]**

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| SECTION A- Key Project Personnel  |
| Quality Assurance – Quality Control Engineer |
| Name       |
| Phone Number       | Cell Number       | Certification Number(s)                   |
| CAGT [ ]  CEBT [ ]  CDT [ ]  CAT-1 [ ]  CAT-2 [ ]  CMDT [ ]  QCT [ ]  CCT [ ]  CSTT [ ]  |
| Quality Assurance- Quality Control Compliance Specialists (QCCS) |
| *If more than one Consultant or LPA employee will perform the QCCS function, include the following ODOT-certified technician information for each discipline. Identify which discipline of the Contractor's QC program each person will be responsible for monitoring.* |
| Name       |
| Certification Number(s)                   | Responsible for Monitoring       |
| CAGT [ ]  CEBT [ ]  CDT [ ]  CAT-1 [ ]  CAT-2 [ ]  CMDT [ ]  QCT [ ]  CCT [ ]  CSTT [ ]  |
| Name       |
| Certification Number(s)                   | Responsible for Monitoring       |
| CAGT [ ]  CEBT [ ]  CDT [ ]  CAT-1 [ ]  CAT-2 [ ]  CMDT [ ]  QCT [ ]  CCT [ ]  CSTT [ ]  |
| Name       |
| Certification Number(s)                   | Responsible for Monitoring       |
| CAGT [ ]  CEBT [ ]  CDT [ ]  CAT-1 [ ]  CAT-2 [ ]  CMDT [ ]  QCT [ ]  CCT [ ]  CSTT [ ]  |
| Name       |
| Certification Number(s)                   | Responsible for Monitoring       |
| CAGT [ ]  CEBT [ ]  CDT [ ]  CAT-1 [ ]  CAT-2 [ ]  CMDT [ ]  QCT [ ]  CCT [ ]  CSTT [ ]  |

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| Construction Inspection |
| *Provide the following information for each ODOT-certified Inspector who will be performing construction inspection duties on the project. If the Inspector is not currently certified, provide the plan for obtaining the required certification prior to the start of on-site work.* |
| Name       |
| Inspection Certification Number(s)                   | Responsible for Inspecting       |
| CBCI (Bridge) [ ]  CECI (Environmental) [ ]  CDSI (Drilled Shaft) [ ]  CGI (General) [ ]  HMAC [ ]  CTSI (Signals) [ ]  |
| Certification Plan (250 charter space limit)[ ]  |
| Name       |
| Inspection Certification Number(s)                   | Responsible for Inspecting       |
| CBCI (Bridge) [ ]  CECI (Environmental) [ ]  CDSI (Drilled Shaft) [ ]  CGI (General) [ ]  HMAC [ ]  CTSI (Signals) [ ]  |
| Certification Plan (250 charter space limit)[ ]  |
| Name       |
| Inspection Certification Number(s)                   | Responsible for Inspecting       |
| CBCI (Bridge) [ ]  CECI (Environmental) [ ]  CDSI (Drilled Shaft) [ ]  CGI (General) [ ]  HMAC [ ]  CTSI (Signals) [ ]  |
| Certification Plan (250 charter space limit)[ ]  |
| Name       |
| Inspection Certification Number(s)                   | Responsible for Inspecting       |
| CBCI (Bridge) [ ]  CECI (Environmental) [ ]  CDSI (Drilled Shaft) [ ]  CGI (General) [ ]  HMAC [ ]  CTSI (Signals) [ ]  |
| Certification Plan (250 charter space limit)[ ]  |
| Name       |
| Inspection Certification Number(s)                   | Responsible for Inspecting       |
| CBCI (Bridge) [ ]  CECI (Environmental) [ ]  CDSI (Drilled Shaft) [ ]  CGI (General) [ ]  HMAC [ ]  CTSI (Signals) [ ]  |
| Certification Plan (250 charter space limit)[ ]  |
| Name       |
| Inspection Certification Number(s)                   | Responsible for Inspecting       |
| CBCI (Bridge) [ ]  CECI (Environmental) [ ]  CDSI (Drilled Shaft) [ ]  CGI (General) [ ]  HMAC [ ]  CTSI (Signals) [ ]  |
| Certification Plan (250 charter space limit)[ ]  |

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| Section B- Contract Administration Plan |
| *Provide the name of the Consultant or LPA staff member who will be responsible for each of the following major construction related tasks*.  |
| Task | Name |
| Arranging Pre-Construction/Partnering session |       |
| Set-up Project Quality Files and Test Schedules |       |
| Processing Subcontracts |       |
| Reviewing Contractor’s Certified Payments |       |
| Monitoring EEO/DBE/OJT-Apprenticeship Program |       |
| Issuing First, Second and Third Notifications |       |
| Checking All Quality Documentation (Pay notes/Adjustments) |       |
| Posting Quality Documentation on Test Summaries |       |
| Processing Change Orders (COO/EWO/SFO) |       |
| Preparing and Uploading Monthly Process Estimate |       |
| Processing Request for Early Release of Subcontractor Retainage |       |
| Processing Contractor Submittals/Shop Drawings |       |
| Process/Review Contractor’s Invoices for Force Account Work |       |
| Main Contact for Region Assurance Specialist(RAS)-Test Projects |       |
| Reviews of Project Quality &Quantity Documentation |       |
| Main Contract for Civil Right Field Coordinator – Quality Review of Project Labor Compliance Documentation  |       |
| Final Inspection/Recommendation of Project Acceptance |       |
| As Constructed Plans |       |
| Labor Compliance Documentation Submittal |       |
| Reviewing Contractor’s Monthly Project Schedule |       |

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| Signatures |
| Prepared By (Signature)      | Print Name      | Date      |
| QC Reviewed by      | Print Name      | Date      |
| LPA Person in Responsible Charge       | Print Name      | Date      |
| LPA Project Manager      | Print Name      | Date      |
| Received by (ODOT Local Agency Liaison)      | Print Name      | Date      |