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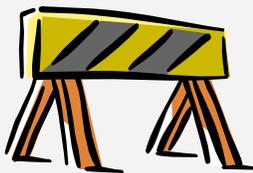
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## Local Agency Oversight Interim File Reviews and Field Inspections

This Construction Advisory is intended to further clarify the requirements for local agency project oversight during the construction phase, as outlined in Bureau of Highways Instructional Memorandum (BOH IM) 2009-06, Region Oversight of Local Agency Construction Projects, and to introduce two new forms for documenting the activities during interim field inspections and interim project documentation file reviews. You can also use these forms to document construction activities for American Recovery and Reinvestment Act projects or other field inspections.

### Field Inspections

BOH IM 2009-06 calls for field inspections to be done during construction for large and complex projects. Form 1964 was developed to assist with the documentation of the inspection. Page one provides space for general project information and general comments. Page two of the form lists eight areas for specific review and comment. Space is provided for comments and observations. Depending on the nature of the project, some of the designated areas may not be applicable and should be noted as such. If an item has been previously reviewed, document when and by who in the area provided. If additional space is needed for comments, observations, or recommendations, additional pages can be attached as needed. Distribution for the completed form is given at the top of the form.

### Interim Project Documentation Reviews

BOH IM 2009-06 spells out the requirements for interim project documentation reviews. Conduct reviews as early in the project as practical so issues uncovered can be corrected for the remainder of the job. Form 1963 was developed to provide a checklist for use during the review. Interim file documentation reviews may not be required if the criteria listed in the BOH IM 2009-06 are met. Document this on Form 1963, giving the reason for the exemption and place it in the project files. Distribution for the completed form is given at the top of the form.

The review is similar to the final estimate file review, except most if not all of the pay items reviewed will not have final quantities. The review includes checking for appropriate contract documentation, prevailing wage documentation and all supporting documentation for the quantities paid for the work items reviewed. A representative sample of pay items (10 percent or 5 items, whichever is less), including major items of work, are to be reviewed using Form 1963. Some areas on Form 1963 may not be applicable for the job being reviewed and should be noted as such. Unique or non-typical projects may require special review consideration to ensure compliance. The use of Forms 1147, Final Estimate Review Summary, and 1147C, Project Review are not required when Form 1963 is used to document the review.