



U.S. Department  
of Transportation  
**Federal Highway  
Administration**

# Contract Administration Review Guide

FHWA Compliance Assessment Program

|  |                     |                |  |
|--|---------------------|----------------|--|
| FHWA DIVISION  | PMI TEAM ID#        | DATE OF REVIEW | FEDERAL PROJECT #<br><br>STATE PROJECT #       |
| INTERSTATE<br>NHS<br>NON-NHS   |                     |                | STATE ADMINISTERED<br><br>LOCALLY ADMINISTERED |
| PROJECT DESCRIPTION  |                     |                |  |
| INDIVIDUAL (S) CONDUCTING REVIEW   |                     |                |  |
| SUPERVISOR REVIEW<br><br>NAME: _____ DATE: _____   |                     |                |  |
| ADDITIONAL CAP REVIEW GUIDE(S) USED ON THIS REVIEW (Highlight all using CONTROL + click)   |                     |                |  |
|  |                     |                |  |
| <ol style="list-style-type: none"> <li>1. Complete all questions in the CAP Review Guide. Do not modify questions. Additional Division Specific questions may be added at the bottom of the guide.</li> <li>2. Provide comments for each NO, N/A or Don't Know answer.</li> <li>3. Use answers and comments from each CAP Review Guide for local trending and analysis.</li> <li>4. Directly verify all answers with source documentation.</li> <li>5. Ensure source documentation is retained by the Division or State and available as necessary for quality assurance reviews or audits.</li> </ol> |                     |                |  |
| #  | Question / Citation |                |  |
|  |                     |                |  |

| #   | Question / Citation  |
|-----|--|
| CA1 | Are mitigation measures stated as commitments in the environmental document and included in the approved plans and specification, being incorporated on the project? (23 CFR 771.109(b))   |
| CA2 | Based on a minimum review of one contract time extension request involving federal participation, is the contract time extension request fully justified and adequately documented? (23 CFR 635.121(b))  |
| CA3 | Based on a minimum review of one applicable pay item paid in one progress payment, did the State ensure that all steel or iron material manufacturing processes, including application of coatings, for that pay item occur in the United States as required under Buy America? (23 CFR 635.410(b)(1)) |

| #   | Question / Citation  |
|-----|--|
| CA4 | Is the percentage of work performed by the prime contractor greater than or equal to 30 percent of the total original contract price excluding identified specialty items? (23 CFR 635.116(a))   |
| CA5 | Based on a minimum review of one applicable contract pay item paid in one progress payment, does the pay item's source documentation upon which payment is based provide adequate assurance that completed work quantities are determined accurately and in accordance with the State's statewide uniform procedures? (23 CFR 635.123) |
| CA6 | Based on a minimum review of one subcontract, has the State authorized in writing the subcontract, or has FHWA approved the State's process for monitoring Contractor certification that each subcontract has a written agreement containing all the requirements and pertinent provisions of the prime contract? (23 CFR 635.116(b))  |

| #   | Question / Citation  |
|-----|--|
| CA7 | Are erosion and sediment control measures and practices being monitored and maintained or revised to insure that they are fulfilling their intended function during the construction of the project? (23 C.F.R. 650.209 (c))   |
| CA8 | If a specific patented or proprietary material or product is included in the approved PS&E, did the State certify either that such patented or proprietary item is essential for synchronization with existing highway facilities, or that no equally suitable alternate exists? (23 CFR 635.411(a)(2), FHWA's Contract Administration Core Curriculum Manual and Reference Guide) |