

**DOTD Local Road Safety Program/Safe Routes to School  
Quarterly Project Status Report of Current Project Phase**

**Project Name**

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**Project Number**

**Entity**

**Year**

**Pre-Design Activities**

Not Applicable  
RFP Advertised  
Consultant Selected  
Retainer Contract Executed

**Utility Relocation**

Not Applicable  
Contacted DOTD Utility Section for guidance  
Contacted Utility Companies  
Utility relocation complete

**Design**

Preparing Plans  
50% Plans submitted to DOTD  
TC Details received from DOTD  
Construction Cost Estimate submitted to DOTD  
Draft Proposal submitted to DOTD  
100% Plans submitted to DOTD  
Bid Documents submitted to DOTD

**Letting/Award**

Project advertised  
Compared cost to Entity-State Agreement  
Recommend award to DOTD  
Construction contract executed  
Contract recorded in local Clerk of Court

**Right-of-Way**

Not Applicable  
Submitted LPA Assurance Letter to DOTD  
Contacted DOTD RW Section for guidance  
RW offers made to owners  
RW acquisition complete  
DOTD reviewed & certification received

**Construction**

Project Under Construction  
Daily work reports in SiteManager  
Traffic Control Diary in Site Manager  
Partial estimate paid to contractor  
Sampling plan being followed

**Project Completion**

Request final inspection by DOTD  
Final Inspection made  
Resolution adopted granting final acceptance to contractor  
Final Acceptance recorded in Clerk of Court  
Final Estimate submitted to DOTD

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(All fields are required)

**Provide a brief description of progress made since last report**

**Explain any delays experience and efforts made to correct**

**Describe anticipated work efforts for next month**

**Information required from DOTD for project development**

**Completed by (Entity Responsible Charge)**

..... **Title**

**Date**

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Check each activity that applies. Complete the form quarterly and submit to the Program Project Manager with copies to the District Administrator