



Project CSJ: \_\_\_\_\_  
 LG Name: \_\_\_\_\_  
 LG Texas ID No. (TIN): \_\_\_\_\_  
 District or Division: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

**TxDOT Project Update Evaluation of LG Qualifications**  
*(Local Government Agency management  
 of project development process elements)*

In accordance with the executed Advance Funding Agreement, the local government (LG) agency is managing the following elements of the project development process:

<b>LG is managing the following activities for this project</b>	<b>Being performed by LG with its own staff?</b>	<b>Being performed by consultant under contract with LG?</b>
Environmental		
Right-of-way acquisition		
Utility relocation		
Design and bid document preparation		
Letting and award		
Construction oversight, inspection, documentation and project close-out		
Non-construction		
Other _____		

*If an activity is not a part of the project, select N/A.*

**Describe the changes that prompted the completion of the updated evaluation.**

Please identify the LG's current personnel.

<b>Name of person serving in the position of Responsible Person in Charge</b>		<b>Position/Title</b>	
<b>Name of person serving as Project Manager</b>		<b>Position/Title</b>	
<b>Name of person serving in the position of Qualified Person</b>		<b>Position/Title</b>	

TxDOT Overall Risk Score of LG Agency: \_\_\_\_\_

Date of Score: \_\_\_\_\_

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LG's performance on this project to-date is as follows:

a. Timeliness and quality in acquisition of right of way	
b. Timeliness and quality in relocation of utilities	
c. Timeliness and quality of preparing environmental documents and obtaining required permits and clearances	
d. Timeliness and quality of project design and developing contract documents	
e. Timeliness and quality of letting and awarding construction contract	
f. Quality of performance in managing construction contractor and contract change orders	
g. Quality of performance in project inspection and documentation during construction	
h. Timeliness and quality of reimbursement requests throughout project	
i. Timeliness and quality of project close-out after project acceptance	
j. Timeliness of submitting supplemental funding when required	
k. Timeliness and adequacy in responding to audits	

Based upon the review of LG's project performance to-date, the District/Division has determined that LG has adequate project delivery systems and sufficient accounting controls, to continue performing the following elements of the project development process:

Environmental	<input type="checkbox"/>	ROW acquisition	<input type="checkbox"/>	Non-construction	<input type="checkbox"/>
Design/PS&E	<input type="checkbox"/>	Utility relocation	<input type="checkbox"/>	_____	<input type="checkbox"/>
Letting & award	<input type="checkbox"/>	Construction	<input type="checkbox"/>	_ None	<input type="checkbox"/>

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The District/Division has determined it will provide oversight as defined below, for the duration of the project to maximize LG's compliance with applicable federal and state laws and regulations:

- Level 1
- Level 2
- Level 3

Previous Oversight Level: \_\_\_\_\_

Date of Previous Oversight Level: \_\_\_\_\_

Overview of reason for change in Oversight Level

TxDOT District Oversight Activity <sup>1</sup>	Minimum Frequency <sup>2</sup>		
	Level of Oversight		
	1	2	3
LG submit and TxDOT review project reports	Quarterly	Monthly	Monthly
TxDOT host project review/coordination meetings with LG	Quarterly	Monthly	Semi-monthly
TxDOT conduct worksite/project site visits	Annually <sup>3</sup>	Monthly	Weekly
TxDOT review LG project documentation/records	Annually <sup>3</sup>	Monthly	Monthly
LG submit and TxDOT review and approve reimbursement requests	Monthly	Monthly	Monthly

<sup>1</sup> Refer to TxDOT LG Project Management Guide for additional detail on oversight activities

<sup>2</sup> Greater frequency may be at District/Division discretion

<sup>3</sup> Minimum of two times

**Form Completed By:**

\_\_\_\_\_  
 TxDOT employee signature

\_\_\_\_\_  
 Date

**Recommendation for approval:**

\_\_\_\_\_  
 District TP&D or Construction Director,  
 or Division Section Director signature

\_\_\_\_\_  
 Date

**Acknowledgement:**

\_\_\_\_\_  
 District Engineer/Division Director  
 signature

\_\_\_\_\_  
 Date