

Please see the following instruction to understand what steps are necessary to effectively navigate the template. These instruction provide a brief description along with a picture showing what is being discussed and how to operate each of the dialog boxes/sections. These instruction pages will be deleted upon printing/saving the document.

- One of the purposes of this template is to provide for the documentation of both the Trip Report and Project Inspection allowing for these to be included in one document.
 - Many times the sole purpose for a TC’s visit to the Tribe would be to provide for the inspection of a project and this format provides for this opportunity without having a checklist to be attached.
- Another purpose is that the report provides for various questions that may be asked by the TC during the inspection of the project.
 - It is completely up to the TC to determine what questions they want to ask and these questions are merely a guide and not a requirement.
- Also, this report, when used by all TCs, would provide for a consistent format allowing all who view the report to have a certain expectation as to what may be included.
- Next is that the report would provide for the necessary questions needed to be answered for final inspections and final acceptance
- This report would also not only allow for the trip reporting and inspection, but also allow for the documentation of meetings, design reviews, and process reviews, to name a few.
- Lastly, It is recommended to wait until after the template is printed and saved before any rows in the table and/or any questions in the sections be deleted.

The table has dropdown boxes, check boxes, or blank areas to provide information needed related to the trip/project. If there are any rows within the table that need to be deleted because they are not applicable, i.e. no construction project reviewed, do this deletion after the document is printed.

BIA Region:	Select Region	BIA 6-Code:	Select or Enter a BIA 6 Code	Trip Date:	Select Date
County/Borough/Parish:		State:	Select State	Report Date	Select Date
Tribal Entity:	Select or Enter Tribe/Nation/Village/Rancheria/Pueblo/Consortium/Community/Colony/Band/Corporation				
Trip Type:	<input type="checkbox"/> Construction Inspection <input type="checkbox"/> Design Review <input type="checkbox"/> ERFO <input type="checkbox"/> Conference <input type="checkbox"/> Process Review <input type="checkbox"/> Meeting <input type="checkbox"/> Property Inventory Review <input type="checkbox"/> Other				
Report Prepared by:					
Other Attendees:					
Project/Meeting Location:					
Construction Delivery Mode:	Select Mode	Facility Owner:	Select Owner		
Contractor/Consultant Name:					
Contract Amount	Contract Bid Days	Date Work Started	Anticipated Completion Date		
		Select Date	Select Date		
Quality of Work	Progress of Work	Work Completed (%)	Time Elapsed (%)		
<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory				

Below the table is the Executive Summary section and in this section is where you would provide a summary of all the activities completed, the documentation reviewed, and any findings that would need to be monitored and followed-up on with the Tribe.

EXECUTIVE SUMMARY

Scope of Meeting/Inspection/Review/Other (Note to reviewer: May use the example language below for construction)

If Construction, then:
 Construction activities reviewed included: quality of inspection oversight and contractor workmanship. Construction inspection staff was interviewed in relation to contract plans and specification requirements for project elements currently under construction along with observing the contractor’s work.

If Meeting, then:
 Give a brief description of the reason(s) for the Meeting being scheduled.

If Review, then:
 Give a brief description of the reason(s) for the Review to be conducted.

When the box with the “X” is double-clicked, a dialog box will appear.

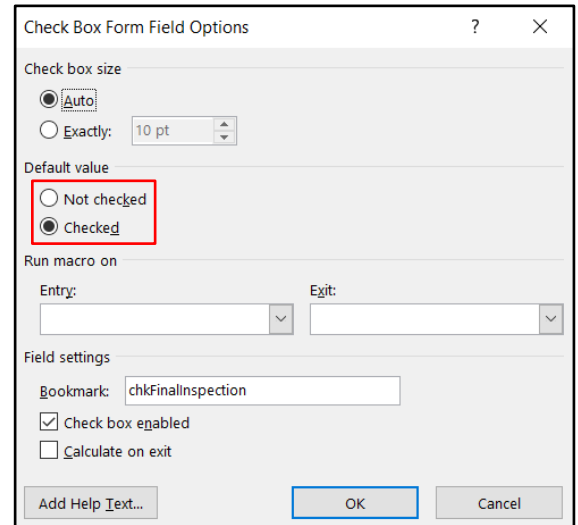
Check box if photographs were not taken during this visit



Trip/Project Inspection Report

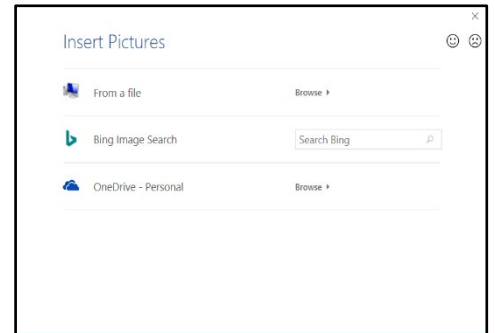
This dialog box will look like this and the user will either select the radio button of “Not checked” if they want this page to be visible after the “Print This Document” button is selected. If the user does not want this page to be visible, ensure the radio button “Checked” is selected and the page will not be visible after the “Print This Document” button is selected.

This should be done for each of the pages where pictures are to be provided.

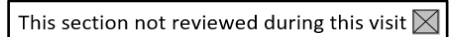


For the image on the left as it relates to uploading pictures, select the icon in the middle and the dialog box here on the right will appear.

Choose the option on how you want to insert/upload a picture.

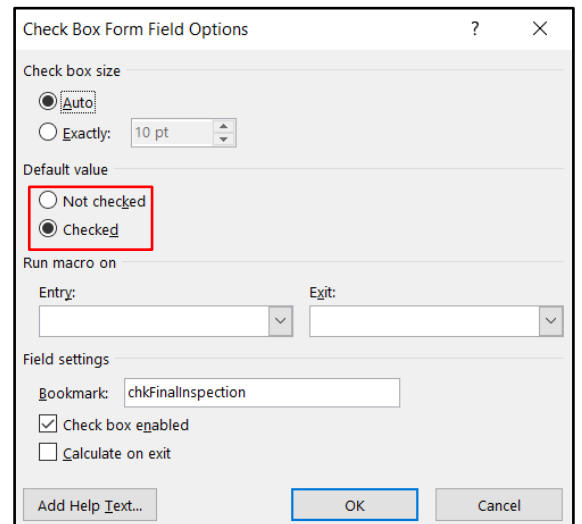


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This should be done for each of the section relevant to the work under construction for the project being reviewed.





Trip/Project Inspection Report

This section provides for questions that should be asked when on a trip visiting the Tribe. These questions provide for some of the basic information that pertains to each Tribe and should be part of the review.

This section not reviewed during this visit

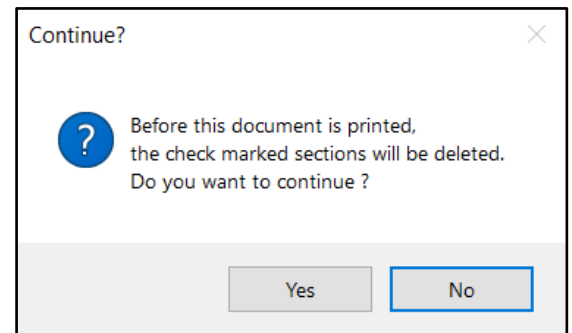
GENERAL TRIBAL STATUS QUESTIONS

1. Has the Tribe's LRTP been reviewed and/or updated by the Tribe within the last 5 years from its last submission? Yes – No If No, explain.
2. Has the Tribe's TTIP been updated within the last 4 years from its last approval? Yes – No If No, explain.
3. Is the Tribe using a method or software that adequately tracks all transportation funds provided and expended? Yes – No If No, explain.
4. Does the Tribe have written Financial, Procurement and Property Management Policies? Yes – No If No, explain.
5. Are all Annual Reports completed and on file? Yes – No If No, explain.
6. Does the Tribe have any personal property/equipment that was purchased using TTP funds or was received from GSA Excess and Surplus? Yes – No Was all property/equipment visually located? Yes – No If No, explain the reason property/equipment was not visually identified.

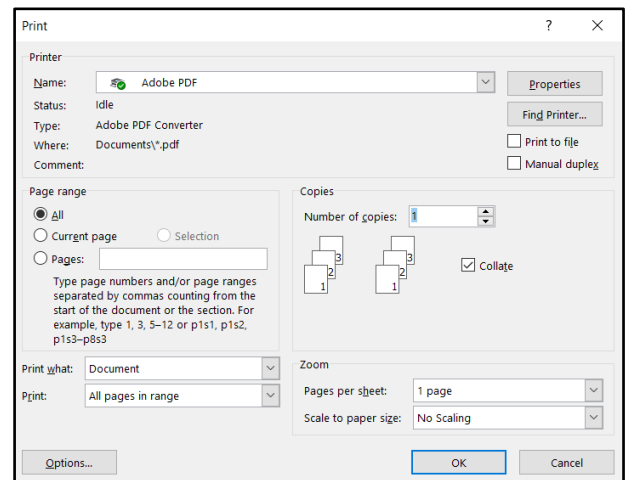
After the template has been updated with all the information related to the trip, the "Print This Document" button should be selected to allow for the document to be printed/saved.



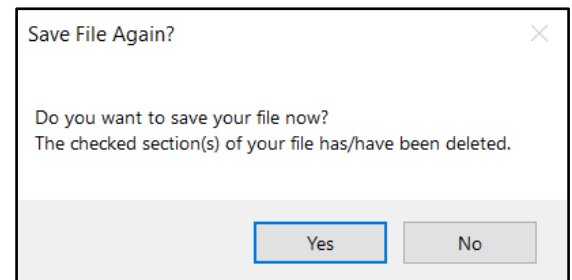
Once the button has been selected, this dialog box will appear and if the "Yes" button is selected, all the sections where the boxes that are "Checked" will be deleted from the form and those boxes that are not checked will provide for those sections to be included in the document. If the "No" box is checked, the document will return to where it was just prior to selecting the "Print This Document" button.



After all the sections that have the boxes "Checked" are deleted, the "Print" dialog box will appear. If you would like to print the document at this time, select where you want the document printed and then select the "Ok" button. If you do not want to print the document then select the "Cancel" button.



If the "Cancel" button is selected, the "Save File" dialog box will appear. If you would like to save the document, select the "Yes" button. If you select the "No" button, then the document will return to where it was just prior to selecting the "Print This Document" button.





Trip/Project Inspection Report



Trip/Project Inspection Report U.S. Department of Transportation Federal Highway Administration Tribal Transportation Program (TTP)



[Print This Document](#)

BIA Region:	Select Region	BIA 6-Code:	Select or Enter a BIA 6 Code	Trip Date:	Select Date
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Trip/Project Inspection Report

PHOTOGRAPHS

Check box if photographs were not taken during this visit

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Trip/Project Inspection Report

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Trip/Project Inspection Report

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Trip/Project Inspection Report

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Additional Comments:

This section not reviewed during this visit

GENERAL PROJECT QUESTIONS

1. Are there any Contract Modifications? **Yes – No** If Yes, explain.
2. Has time been added to the Contract? **Yes – No** If Yes, explain.
3. Do working conditions on the project appear safe? **Yes – No** If No, explain.

Additional Comments:

This section not reviewed during this visit

PREVAILING WAGES/SUBCONTRACTS

1. Were all the subcontracts reviewed and approved prior to subcontractor starting work? **Yes – No**
2. Was the SAM.gov website searched to verify that the contractor nor all subcontractors were on the debarred list? **Yes – No**
3. Have wage rate interviews been performed? **Yes – No**
4. Are there any discrepancies found from the wage rate interviews? **Yes – No**
5. If there are any Davis-Bacon compliance issues, have they been adequately addressed? **Yes – No**
6. Does the contractor submit certified payrolls weekly? **Yes – No**
7. Are the certified payrolls reviewed by the project staff? **Yes – No**

Additional Comments:

This section not reviewed during this visit

ENVIRONMENTAL

1. Is the Contractor adhering to the environmental commitments in the PS&E? **Yes – No**
2. Is the NPDES NOI posted and located on the project that allows the public to view and are the permits available at the project site location? **Yes – No**
3. Are BMPs installed properly, inspected, and maintained in accordance with the SW3P, with any BMP modifications updated on the SW3P/erosion control plan? **Yes – No**

Note: The PS&E should be viewed to identify all environmental commitments that are to be provided on the project.

Additional Comments:



Trip/Project Inspection Report

This section not reviewed during this visit

TRAFFIC CONTROL

1. Are the project's traffic control layout and detour (if used) adequate? **Yes – No**
2. Are all traffic control devices installed according to TCP standard sheets and PS&E? **Yes – No**
3. Are channelizing devices clear, clean, straight and provide appropriate guidance to drivers for daytime and provide reflectivity for nighttime conditions? **Yes – No**
4. Are signs visible day and night and have appropriate sight distance? **Yes – No**
5. Are pavement markings visible and adequate for providing guidance day and night (if required)? **Yes – No**
6. Are temporary shifts, tapers and lane closures laid out with good visibility and are adequately designed? **Yes – No**
7. Are flaggers attentive and responsible, with appropriate high visibility gear and equipment? **Yes – No**
8. Do concrete barriers or guardrail ends have end treatment or protection? **Yes – No**
9. Were any pavement drop-offs observed? **Yes – No**
10. If Pedestrian facilities were present before construction, are walkways closures posted as required, are signs out of the pedestrian path, and are ADA compliant detour routes provided? **Yes – No**
11. Are there any traffic control plan changes? **Yes – No** If so, who approved the changes?
12. Are the Traffic Control Inspections conducted with detail findings for both day and night? **Yes – No**
13. Is the Contractor addressing the Traffic Control deficiencies in a timely manner? **Yes – No**

Additional Comments:

This section not reviewed during this visit

MATERIAL DOCUMENTATION/PROJECT RECORDS

1. Are the material delivery tickets accurate and complete, and available in the project files? **Yes – No**
2. Have all mix designs been approved by an authorized Tribal representative prior to work progressing with that item of work? **Yes – No**
3. Are pay folders adequately documented and do project records provide adequate assurance that quantities are accurate and uniform? (includes field measurements, calculations, invoices, or daily work report as required) **Yes – No**
4. Is all unnegotiated added work justified and necessary and does the project records provide for adequate assurance that the material quantities, labor hours, and equipment usage are accurate and uniform? **Yes – No**
5. Are inspector daily reports and/or project diaries current, properly filed and adequately support work progress? **Yes – No**

Additional Comments:

This section not reviewed during this visit

EMBANKMENT/EXCAVATION

Embankment:

1. Are all embankments being sloped to ensure adequate and positive drainage to avoid flooding on the project and damaging adjacent property outside the ROW? **Yes – No**
2. Has all material being embanked on the project met the minimum specifications? **Yes – No**
3. Is all compaction equipment being used appropriately and per specifications necessary to achieve optimum compaction? **Yes – No**
4. Is all embankment compacted at adequate depths and layered to get to finish grade? **Yes – No**



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5. Has all testing equipment been calibrated and certified prior to measuring densities and optimum moisture content for all embanked material? **Yes – No**
6. Has all gradations, densities, and plasticity passed within the required limits for the type of soils on the project? **Yes – No**

Excavation:

1. Are all excavations being sloped to ensure adequate and positive drainage to avoid flooding on the project and damaging adjacent property outside the ROW? **Yes – No**
2. Is the contractor clearing and grubbing to a satisfactory depth? **Yes – No**
3. Is excavated topsoil being stockpiled for later use? **Yes – No**
4. Are all unsuitable materials excavated being disposed of appropriately? **Yes – No**

Additional Comments:

This section not reviewed during this visit

MATERIALS/TESTING, GRADING, HMA/PCC PAVEMENT

Materials/Testing:

1. Is all rebar properly stored on site and elevated? (check at construction area/Contractor on-site yard) **Yes – No**
2. Are the materials testing staff certified? **Yes – No**
3. Are all material certifications completed and on file? **Yes – No**
4. Are all materials tested per applicable specification? **Yes – No**
5. Has the laboratory conducting acceptance testing been approved by an independent laboratory qualification program? **Yes – No**
6. Are the plant, scale and truck certification on file and current (at least every 6-months)? **Yes – No**
7. Is the Guide Schedule (testing frequency) of sampling and testing being followed for all required material placements? **Yes – No**
8. Is sampling and testing data up to date and on file? **Yes – No**
9. Are the material delivery tickets reviewed and determined to be acceptable by the inspector prior to placement to ensure the correct material is being delivered for the work to be completed within an adequate time for placement? **Yes – No**
10. Have all iron and steel products been certified for Buy America requirements? **Yes – No**
11. Does the Tribe or owner's representative control the location for Tribal acceptance or verification testing and take immediate possession (and maintain possession) of cores and/or concrete cylinders? **Yes – No**
12. Are there any test results that were out of specification tolerances? **Yes – No** If yes, are the failed tests documented in the files with cross-references to retests? **Yes – No**
13. Are the Mix Designs on file and approved? **Yes – No**
14. Are the concrete batch tickets or equivalent for each load of concrete on file and properly filled? **Yes – No**

Subgrade/SubBase/Base:

15. Is adequate drainage being provided to protect the existing roadbed and reduce flooding impacts to adjacent properties (i.e. are ditches and slopes being maintained)? **Yes – No**
16. Have the sub-grade, subbase or lower course been properly prepared for each lift placed (i.e. lift thickness maximums; obtained minimum density and moisture content)? **Yes – No**
17. Is surface clipped, skinned, or tight bladed to an acceptable depth? **Yes – No**
18. Is surface sealed immediately after finishing? **Yes – No**



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Hotmix Asphalt (HMA) Pavement:

19. Is the Tribe ensuring the temperature of the HMA coming out of the haul truck and the temperature of the asphalt mix after laydown within the allowed range? **Yes – No**
20. Is a bond breaker applied (prime coat, tack coat, etc.) and is clear of debris prior to asphalt placement? **Yes – No**
21. Are depth checks provided after hotmix is placed prior to rolling? **Yes – No**
22. Is the rolling pattern approved and followed to allow for optimum compaction before break-over point? **Yes – No**

Portland Cement Concrete (PCC) Pavement:

23. Are manual placements of steel secured together with wire ties or locking support chairs at alternate intersections and is the steel mat clean and clear of dirt and debris? **Yes – No**
24. Are the longitudinal reinforcement splices staggered to avoid having more than 1/3 of the splices within a 2-ft. longitudinal length of each lane of pavement? **Yes – No**
25. Are steel lap length minimums provided? **Yes – No**
26. Are all forms and sub-pavement thoroughly wetted prior to concrete placement? **Yes – No**
27. Are immersion vibrators spaced adequately allowing for sufficient consolidation of the concrete? **Yes – No**
28. Are depth checks of the pavement thickness being conducted at the required frequency? **Yes – No**
29. Are tines/grooves being provided at the adequate spacing and the adequate depths? **Yes – No**
30. Is curing compound being applied uniformly and consistently within an adequate timeframe? **Yes – No**

Additional Comments:

This section not reviewed during this visit

BRIDGES AND STRUCTURES

Drill Shafts:

1. Is the embankment at bridge ends completed before installing drilled shafts that pass through the fill? **Yes – No**
2. If drilled shafts are located within a Mechanically Stabilized Earth Wall (MSE) volume, are they constructed prior to construction of the wall? **Yes – No**
3. If concrete placement is not started within 4 hours of the completion of the shaft excavation, is the hole reprocessed with the auger as directed, the hole bottom cleaned with an air lift or cleanout bucket, and the slurry at the bottom of the hole checked for compliance with the slurry requirements? **Yes – No**
4. Is the reinforcing steel cage clean of any foreign material prior to placement in the excavated shaft? **Yes – No**
5. If the reinforcing steel cage does not reach the bottom of the shaft, is it suspended, or a portion of the longitudinal steel extended to support the cage on the bottom of the shaft? **Yes – No**
6. Is the steel reinforcing cage centered in the excavation using approved centering devices, using enough devices to hold the cage in position along its entire length? **Yes – No**

Sub-Structure:

1. Has the alignment, elevation and layout of bents, columns, abutments, headwalls, wingwalls, and caps been checked? **Yes – No**
2. Was compressive strength 80% of the required 28-day compressive strength prior to the loading of caps or setting of beams? **Yes – No**

Super-Structure:

Falsework and Forms:

1. Are beams braced in accordance with minimum erection bracing standards? **Yes – No**



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2. Were beams profiled to determine actual camber or sag of beams prior to placing the panels, pan forms, steel, etc.? **Yes – No** The profile grade line, panel elevation, and bearing seat elevations may need to be adjusted to obtain the required clear cover over the slab reinforcement and the required slab thickness.
3. Have voids beneath the deck panels or pan forms been sealed to prevent excessive grout leakage? **Yes – No**

Reinforcing Steel:

1. Is reinforcement accurately located in the forms and firmly held in place, before and during concrete placement, by means of bar supports, adequate in strength and number to prevent displacement and to keep the steel at the proper distance from the forms? **Yes – No**
2. Are manual placements of steel securely wired together at all intersections? **Yes – No**
3. Are tie wires, bar chairs, supports or clips used with epoxy coated reinforcement fully coated with epoxy? **Yes – No**
4. Has all visible damage to epoxy coating been repaired? **Yes – No**

Dry Run:

1. Is the clear cover for the top mat of reinforcement within minimum tolerances? **Yes – No**
2. Before pour, is all placing, finishing, and curing equipment adjusted properly readily available? **Yes – No**
3. Are there sufficient work bridges available for finishing operations? **Yes – No**
4. Are there backup vibrators available? **Yes – No** Special rubber-tipped vibrators are required for epoxy coated steel.
5. Is there enough evaporation retardant and curing compound available? **Yes – No**
6. Can fogging equipment apply water in a fine mist not a spray? **Yes – No**

Concrete Placement:

1. Are manual placements of steel secured together with wire ties or locking support chairs at each intersection and is the steel mat clean and clear of dirt and debris? **Yes – No**
2. Are the longitudinal reinforcement splices staggered to avoid having more than 1/3 of the splices within a 2-ft. longitudinal length of each lane of pavement? **Yes – No**
3. Are steel lap length minimums provided? **Yes – No**
4. Is the ambient temperature in the shade 35°F and rising or above 40°F? **Yes – No** Concrete should not be placed when ambient temperature in the shade is 40°F and falling. Do not place concrete on frost covered steel.
5. Is the temperature of the concrete between 50°F and 80°F? **Yes – No**
6. Is concrete placed within the approved time limit after batching? For non-agitating equipment, concrete has a shorter time limit after batching to be placed? **Yes – No**
7. Are all forms, deck panels, beams, etc. thoroughly wetted prior to concrete placement? **Yes – No**
8. Are immersion vibrators spaced at adequate intervals to allow for sufficient consolidation of the concrete? **Yes – No**
9. Has the bridge slab been protected and maintained at the appropriate temperature ranges for the required timeframes? **Yes – No**
10. In hot weather, were methods used to maintain adequate concrete temperatures and evaporation rates? **Yes – No**
11. If span is on a profile grade of 1.5% or more, is concrete placement started at the low end? **Yes – No**

Concrete Finishing:

1. After the concrete is placed and vibrated in a section wide enough to work, is it leveled struck off, and screeded as soon as possible? **Yes – No**
2. Is there a slight excess of concrete ahead of the screed to fill all low spots? **Yes – No**



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3. Is the surface of the concrete screeded enough times and at appropriate intervals to produce a uniform surface true to grade and free of voids? **Yes – No**
4. Does the Contractor perform sufficient checks with a long-handled straightedge on the plastic concrete to ensure that the final surface will be within tolerance? **Yes – No**
5. Is the concrete finished to a uniform texture with a carpet drag, burlap drag, or broom finish from a work bridge or platform immediately after completing the straightedge checks? **Yes – No**
6. Are tines/grooves being provided at the adequate spacing and the adequate depths? **Yes – No**
7. Is curing compound being applied at a consistent/uniform rate within an adequate timeframe? **Yes – No**

Additional Comments:

This section not reviewed during this visit

FINAL INSPECTION

1. Has a punch list been generated that provides for any items that need to be corrected? **Yes – No**
2. Are all items in the PS&E related to environmental commitments compliant, correct and complete? **Yes – No**
3. Is there a plan of action in place to close out all environmental commitments/permits prior to project closeout? **Yes – No**
4. Are there any pending claims in the contract? **Yes – No**
5. Was all sampling and testing (frequency/location) conducted in accordance with contract requirements for Earthwork, Structures, Asphalt, and PCC **Yes – No**
6. Are all failed tests documented and provide for any pay deductions or remove and replace actions? **Yes – No**
7. Were all traffic control inspections completed at the appropriate frequency and on file? **Yes – No**
8. Are payroll records Davis-Bacon wage rate compliant? **Yes – No**
9. Project information that will be used to develop the construction project closeout was made available during final inspection (170.473 (2) - diaries, weekly reports, etc.)? **Yes – No**

Additional Comments:

This section not reviewed during this visit

PROJECT CLOSEOUT

1. Has a final inspection been completed by the public authority, agency, or organization responsible for the project? **Yes – No**
2. Has the owner of the facility provided a final acceptance letter for the project? **Yes – No**
3. Have all punch list items been completed? **Yes – No**
4. Were final as-built plans provided for the project closeout? **Yes – No**
5. Were the requirements discussed for the closeout report per 25 CFR 170.474? **Yes – No**
6. If any, have all pending claims in the contract been mediated and/or settled? **Yes – No**
7. Were all material certifications received and on file? **Yes – No**
8. Was the project completed within the specified number of days? **Yes – No**
9. Were there any liquidated damages to be paid by a contractor? **Yes – No**
10. Has a final accounting of project costs been provided including any change orders? **Yes – No**
11. Did the project overrun or underrun the contract bid price? **Yes – No** . If yes, what was the justification(s)?
12. Has the contractor been released from the contract? **Yes – No**

Additional Comments: