

AV-100 Project Development Checklist

This checklist is a guide to the required documentation for Airport Development projects that are funded through the State Aid to Airport's Program and the Federal Aviation Administration's State Block Grant Program. It is divided into definitive phases of project implementation including Sponsor's Responsibility, Property Acquisition, Design, Bidding, Construction and Close Out. This checklist is used as a tool to help ensure that all necessary procedures have been followed and requirements met during project development. This list is intended to be comprehensive but not all encompassing. Not all elements listed below necessarily apply to every project.

Airport Name / ID _____ **Date:** _____

WBS No: _____ **Project Description** _____

APM Verification of Sponsor's Responsibility prior to Requesting a Project (This section will be completed by the APM on projects that are prioritized for funding.)	YES	NO	N/A
a) Project Shown on Airport Layout Plan (ALP)			
b) Project uploaded and approved by Sponsor into EBS- Exhibit and up-to-date cost estimate must be included.			
c) Photos of Existing or Deficient Conditions (if applicable)			
d) DOA Mandatory Minimums Review: (provide any updates to APM) <ul style="list-style-type: none"> i. Rules & Regulations ii. Minimum Standards iii. Height Ordinance iv. Approach Certification v. Request for Qualification vi. Professional Services Master Agreement (or Individual project contract) 			
e) Review of Most Recent FAA 5010 Inspection – Deficiencies have been corrected or action plan is in place. Documentation of corrections or action plan must be sent to the DOA Airport Inspector.			
f) Is the project in alignment with the Sponsor's local land use plan & zoning ordinance?			
g) Review of eligibility of project for the funds proposed (NPE, STI, State Aid, etc.)			
APM Verification of Sponsor's Responsibilities Completed Date: _____ Initials: _____			

Property Acquisition	WBS #:	Grants Or APM	YES	NO	N/A
(Prior to reimbursement, documentation outlined below is required for each parcel)					
a) Property clearly delineated on Exhibit-A Property Inventory Map		APM			
b) Verify to Sponsor that the Uniform Act must be followed		APM			
c) Has DOA provided an award letter for this particular property?		APM			
d) Documentation of the Completed Environmental Due Diligence Audit (EDDA/Phase 1 EA)		APM			
e) NEPA requirements met and verified (Written Record, CATEX, EA, Etc.)		APM			
f) Copy of Property Survey and Plats for acquisition		APM			
g) Title search completed, ownership and encumbrances confirmed		APM			
h) Copy of Appraisal and Review Appraisal		APM			
i) Relocation Plan completed and notice of relocation eligibility provided (if applicable)		APM			
j) Copy of Written Offer of Just Compensation		APM			
k) Copy of negotiation documentation		APM			
l) Copy of Purchase Agreement		GRT			
m) Copy of Closing Statement		GRT			
n) Copy of Warranty Deed		GRT			
o) Documentation of Administrative Settlement with written justification and explanation (above FMV, or Condemnation, or Court Award)		GRT			
p) Documentation of NCDOT Concurrence of Contract Price – APM & ROW Recommendation		GRT			
q) Property Cleared for project use (if applicable)		APM			
r) Copy of updated Exhibit-A Property Inventory Map (coordinate with APM)		APM			
s) Utility Relocations have been considered and accounted for		APM			
t) Asbestos issues been considered and accounted for		APM			
u) Copy of Final Property Acquisition Cost Breakdown/Budget		GRT			
DOA Pre-Reimbursement Review of Property Acquisition Completed					
Grants Initials & Date:					
Airport Project Manager Initials & Date:					

Design	WBS #:	YES	NO	N/A
(These items are required as they occur and must be on file prior to APM approval of Design closeout)				
a)	Ensure AV Forms are in place			
b)	Conduct Pre-Design Conference with Stakeholders (Scope, Schedule, Cost, Funding Availability). Provide meeting minutes to APM.			
c)	All comments for Plan, Specification, Work Authorization reviews addressed			
d)	Copy of Opinion of Probably Cost, Program Budget and Program Schedule			
e)	Alternatives Analysis complete (if applicable)			
f)	Copy of IFE/IFA and Record of Negotiation documentation			
g)	Survey files in CADD format			
h)	Geotechnical Report (required for projects undergoing an alternatives analysis)			
i)	Environmental Documentation Completed and Approved by DOA (CATEX/EA/EIS)			
j)	Signed Finding Of No Significant Impact (FONSI) (if applicable)			
k)	Copy of FAA Form 7460-1 Notice of Proposed Construction or Alteration			
l)	Copy of CSPP & CSPP Checklist that was submitted with 7460-1			
m)	Copy of Design Plans and Specifications in CADD & PDF format. CADD files not required if project is immediately continuing to construction.			
n)	Cost estimate so that minority goal can be obtained			
o)	Copy of Approved Permits			
p)	Signed & sealed Engineer's Design Report that follows the AV-203			
APM Review of Design Completed		Date:	APM Initials:	

Bidding	WBS #:	YES	NO	N/A
(Typically Included in Design Grant, but needed prior to APM approval of Construction Grant)				
a) Ensure AV Forms are in place				
b) Copy of Bid Plans and Specifications in PDF (if not already submitted during Design)				
c) Copy of a complete set of addendums				
d) All comments for Plan, Specification, Work Authorization reviews addressed				
e) Copy of Advertisement to Bid				
f) Copy of DBE/MBE/WBE Contract Goal Requirement from Civil Rights Office				
g) Pre-Bid Meeting held & meeting minutes provided				
h) Copy of Certified Bid Tab (after minority goal is confirmed with DOA)				
i) List of all Contractor and Sub-Contractors and their Approval Status with NCDOT. List should also indicate if they are approved as MBE/WBE/DBE businesses. (Sponsor Provided)				
j) Copy of Good Faith Effort Documentation (if applicable)				
k) Copy of Non-Collusion Affidavit				
l) Sponsor Concurrence/Recommendation to Award				
m) Verify FAA Forms 7460 and/or 7480 have been properly filed				
APM Review of Bidding Completed		Date:	APM Initials:	

Construction (These items are required as they occur.)	WBS #:	YES	NO	N/A
a) Ensure AV Forms are in place				
b) Copy of Letters of Determination for all FAA Forms 7460 and 7480				
c) Copy of Fully Executed Contract Documents				
d) Copy of Released for Construction Plans & Specifications				
e) Pre- Construction Meeting Agenda, Attendance List and Meeting Minutes				
f) Letter of Intent (LOI) to subcontract (if applicable)				
g) Construction schedule from contractor				
h) Copy of Sponsor's signed Notice to Proceed				
i) Photos of Pay items and/or Progress during construction				
j) Change Order/ Supplemental Agreement requests with explanations and APM coordination				
k) RPR inspection reports/diaries (as requested by APM)				
l) Provide notification of all failing tests and plan for resolving				
m) Partial waiver of liens for any reduction of retainage				
n) Progress/Pre-Pave Meeting Minutes & Attendance List				
o) NCDOT Review of Construction Project Completed				
APM Review of Construction Completed				
Date:		APM Initials:		

Construction Close Out (Use the AV-103 checklist for grant close out.)	WBS #:	YES	NO	N/A
a) Record Drawings in CADD & PDF format				
b) Signed & sealed Engineer's Construction Report that follows the AV-204				
c) 1 Year Warrantee Inspection Scheduled (prior to 12 months)				
d) Airport Data updated and uploaded to Airport IQ 5010/NFDC/NFDD- provide confirmation form				
e) Copy of Airport Layout Drawing (ALD) Pen and Ink Change (if applicable)				
APM Review of Construction Close Out Completed Date: _____ APM Initials: _____				