



**John Morton Building**  
**P.O. Box 483, 7 Hazen Drive**  
**Concord, NH 03302-0483**

**OFFICE OF FEDERAL COMPLIANCE  
CONSULTANT/TOWN EVALUATION**

- Distribution:**
- NHDOT Consultant Committee
  - NHDOT Planning & Comm. Asst.
  - Town
  - Consultant Firm

**CONSULTANT (or TOWN) / PROJECT INFORMATION**

Name of Consultant Company or Town	
Name of Resident Engineer	
NHDOT Project Name and Number	
Contract \$ Amount	
Contract Start Date	
Completion Date	

**OVERALL EVALUATION RATING:**

\*Needs Improvement                       Met Requirements

\*Comments are mandatory

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**RECOMMENDATION:** From a Labor Compliance standpoint, would we recommend using this Consultant on a future Federally funded, Municipally Managed construction project?

- YES       YES – however we recommend the Consultant (or Town) attend Labor Compliance Certification Training (Part 2) again  
 \*NO

\*Comments are mandatory

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## PERFORMANCE

1. Came to the Pre-Construction Meeting with a complete list of required Additional Work Classifications needed to complete the work and briefed the Prime Contractor on submission procedures and deadlines. Note: The sponsor/consultant shall receive SF 1444 submissions from the Prime and forward to the OFC for processing.

Needs Improvement

Met Requirements

Not Applicable

2. Ensured the bulletin board was erected on site when work began and that the board was in full compliance with the NHDOT Standard Specifications.

Needs Improvement

Met Requirements

Not Applicable

3. Ensured only those contractors who were approved by the NHDOT Office of Federal Compliance performed work on site (no violations of the Required Contract Provisions, NHDOT Standard Specification and RSA 228:4-b).

Needs Improvement

Met Requirements

Not Applicable

4. Monitored “open” Office of Federal Compliance Field Audit Reports and actively worked with Contractors and the Office of Federal Compliance to close Field Audits within the time allowed.

Needs Improvement

Met Requirements

Not Applicable

5. Kept the OFC informed on the current status of the project by providing an OFC Form 13, Project Status Report when the status of the project changed. Note: Reports received 10 calendar days or less are considered timely.

Needs Improvement

Met Requirements

Not Applicable

6. Maintained the OFC Form 3, Payroll Log Sheet, as required; added subcontractors to the form once approved by the NHDOT; annotated when each contractor performed work on site by making the appropriate annotation; noted when each corresponding payroll was received by writing in the date the payroll was received.

Needs Improvement

Met Requirements

Not Applicable

7. Ensured the Prime complied with project sign-in sheet requirements by ensuring all workers (Prime and all approved subcontractors) signed in on the project, prior to performing work, on a daily basis.

Needs Improvement

Met Requirements

Not Applicable

8. Followed-up with the Prime Contractor, in writing, whenever any payrolls were not received on time (14 calendar days from the end of the week in which work was performed) and cc'd the NHDOT OFC.

Needs Improvement

Met Requirements

Not Applicable

9. Monitored work performed on site and compared it to the information being reported on certified payroll reports to ensure contractors were correctly classifying workers on certified payroll reports. Discrepancies were immediately reported to the Prime Contractor and the NHDOT Office of Federal Compliance was courtesy copied in all cases.

Needs Improvement

Met Requirements

Not Applicable

10. Performed employee interviews; obtained a good representation of all classifications for each contractor performing work on site.

Needs Improvement

Met Requirements

Not Applicable

11. Provided copies of Employee Interviews to the OFC on a monthly basis.

Needs Improvement

Met Requirements

Not Applicable

12. Oversight of the Prompt Pay reporting requirements, OFC Form 12. Ensured completed forms were received for each estimate period, as applicable, before processing the next subsequent estimate payment to the Prime.

Needs Improvement

Met Requirements

Not Applicable

### **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

13. Observed work performed by DBEs, ensured that a Commercially Useful Function (CUF) is being carried out in accordance with 49 CFR 26.55, and completed CUF Reviews for each DBE contractor working on site.

Needs Improvement

Met Requirements

Not Applicable

### **ON THE JOB TRAINING PROGRAM (OJT)**

14. Maintained and monitored project-level OJT records and requirements & ensured the timely submission of OJT Weekly Training Reports from contractors; monitored the trainee's progress, and faxed training completion reports to the NHDOT OJT Monitor on a weekly basis.

Needs Improvement

Met Requirements

Not Applicable

### **FINAL CLOSEOUT PROCEDURES**

15. Informed the Office of Federal Compliance by email when the Final Inspection was to take place.

Needs Improvement

Met Requirements

Not Applicable

16. Submitted OFC Form 13, Project Status Report, to the OFC within 10 calendar days upon completion of the project.

Needs Improvement

Met Requirements

Not Applicable

17. Following the completion of work, ensured that all required payrolls were received **within 14 calendar days** and in those cases when payrolls were missing, immediately sent an email to the Prime notifying them of the missing payrolls. Note: The OFC should be cc'd in every case.

Needs Improvement

Met Requirements

Not Applicable

18. After having received all required payrolls, finalized the Payroll Log Sheet, OFC Form 3, and contacted the NHDOT Office of Federal Compliance (by email) to schedule a final review/audit (target is 20 calendar days following the job completion).

Needs Improvement

Met Requirements

Not Applicable

19. **Final Payment to Prime:** Ensured all certified payrolls were received and deemed complete and correct; ensured CUF Reviews were performed as needed; ensured a final audit by the OFC was performed and then deemed "Closed" by the OFC prior to making the "final payment" to Prime. Note: The Sponsor/Consultant should notify the OFC by email when the final payment is made to the Prime.

Needs Improvement

Met Requirements

Not Applicable

20. Performed the "final" Prompt Pay verification, ensured all applicable OFC Form 12s were received from subcontractors and "major" material suppliers and an email was sent the OFC indicating all Prompt Pay requirements on the project have been fulfilled (target date is 30 calendar days following the job completion). Important Note: Upon receiving this email, the OFC will cut the "Ok to Pay" letter authorizing the final reimbursement to the town.

Needs Improvement

Met Requirements

Not Applicable

**OPTIONAL CLOSING COMMENTS:**

Federal Compliance Officer	Signature/Date
Larisa Djuvelek-Ruggiero Chief of Federal Compliance	Signature/Date