Project Type & Location:

Contract No.:

Lead Des. No.

Additional Des. Nos.

STIP:

RFC Date:

Letting Date:

**Additional Instructions for FT items are available from the Editable Documents webpage**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ERMS ID(DOT\_#######) | Document Description | File Type | Remarks(see FT Checklist Additional Instructions) | Description Abbreviation | ERMS Doc. Type |
|       | All-Project Commitments Report  | PDF | Letting Date Critical | Commit | Commitment |
|       | Asbestos Report  | PDF | Letting Date Critical | AsbRpt | Asbestos Report |
|       | Bridge Load Rating Memo  | PDF | If applicable | LoadRtgMemo | Load Rating |
|       | Contract Preparation Document Summary to Contract Admin. Div.  | PDF | Letting Date Critical | ContPrepDoc | Contract Worksheet |
|       | Correspondence Files  | PDF | Optional  | Corresp | Letters |
|       | Cost Estimate  | PDF |  | Est | Cost Estimate |
|       | Cost Estimate, Group Number Changed to 12 | CES | Letting Date Critical |  | Not Loaded intoERMS |
|       | Cross-Sections Sheets - Large, (36x24 or 34x22) | PDF | Letting Date Critical | Xsect | Final Tracings |
|       | Demolition Letter  | DOC | If applicable  | DemoLtr | Provisions |
|       | Design Computations  | PDF |  | DgnComps | DesignComputations |
|       | Environmental Consultation Form | PDF |  | EnvConFrm | Env Comp Form |
|       | Geotechnical Report | PDF | Letting Date Critical | GeoRpt | Geotechnical Report |
|       | Geotechnical Review of Final Check Prints  | PDF | Signed form included with Design Computations? Yes [ ]  No [ ]  |  |  |
|       | Geotechnical Waiver | PDF | Letting Date Critical | GeoWaiver | Reports |
|       | Interstate Highways Congestion Policy Exception | PDF | Approved document. Interstate projects, if applicable | IHCPExcep | Other |
|       | Level One Design Criteria Checklist | PDF | Include Level One computations, DE Summary. | Lvl1Chk | Level 1 Checklist |
|       | Markups and responses to prev. reviewed submission | PDF | Include Response to Comments Letter in the same file | [previous submittal] MrkUps | Letters |
|       | Pavement Design (Final) | PDF | Final stamped pavement design | FinalPvmtDgn | Other |
|  |  |  |  |  |  |
| ERMS ID(DOT\_#######) | Document Description | File Type | Remarks(see FT Checklist Additional Instructions) | Description Abbreviation | ERMS Doc. Type |
|       | Permits: 404, 401, DNR, Rule 5, FAA, etc. | PDF | Letting Date Critical. See instructions for file content and organization. | Permits | Permits |
|       | Plans – Existing | PDF | If applicable | ExistingPlans | Existing Plans |
|       | Plans – Large (36 x 24 or 34 x 22) | PDF | Letting Date Critical  | Plans | Final Tracings |
|       | Plans – Small (8½ x 11) | PDF | Letting Date Critical | Plans | Final Tracings |
|       | Pre-Bid Meeting Notification  | DOCX | If applicable  | PreBidNotice | Provisions |
|       | Pre-Bid Meeting Minutes | PDF | If applicable. Available only during advertisement period once the meeting has occurred. | PreBidMtgMin | Additional Information |
|       | Pre-Bid Meeting Sign-In Sheet | PDF | If applicable. Available only during advertisement period once the meeting has occurred. | PreBidSignIn | Additional Information |
|       | Proprietary Materials Use Justification | PDF | Letting Date Critical | ProprMtrlFrm | Proprietary Mtrl |
|       | Quantity Calculations | PDF |  | QtyCalcs | Qty Calculations |
|       | Railroad Agreement | PDF | Letting Date Critical | RRAgreement | Railroad |
|       | Railroad Coordination Certification Letter | PDF | Letting Date Critical | RRCert | Other |
|       | Railroad Special Provisions | DOC | Letting-Date Critical. If applicable | RRSplProv | Provisions |
|       | R/W Certification Letter | PDF | Letting Date Critical | RWCert | ROW |
|       | Special Provisions Menu - Recurring | XLS | Letting Date Critical | SplProvMenu | Provisions |
|       | Special Provisions Menu - Unique | XLS | Letting Date Critical | UnqSplProvMenu | Provisions |
|       | Special Provisions - Unique | DOCX | Letting Date Critical. Submitted through SharePoint.  |  | Not Loaded into ERMS |
|       | Special Provisions – Contract-Specific Recurring  | DOC | Letting Date Critical  | SplProv | Provisions |
|       | Survey Book | PDF | If applicable | SvyBook | Other |
|       | Transportation Management Plan | PDF | If applicable | FinalTMP | Other |
|       | Transmittal Letter | PDF | Letting Date Critical  | TransLtr | Transmittal Letter |
|       | Utility CoordinationCertification | PDF | Letting Date Critical  | UtilCert | Other |
|       | Utility Relocation Plans | PDF | Letting Date Critical  | RelocPlan (Utility Company) | Utility Information |

**Project Manager Items**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ERMS ID(DOT\_#######) | Document Description | File Type | Remarks(see FT Checklist Additional Instructions) | Description Abbreviation | ERMS Doc. Type |
|  | Submittal Date 14 Weeks Prior To Letting Date? | n/a | Yes [ ]  No [ ]  |  |  |
|  | LPA-Project Construction Engineering Agreement in Place? | n/a | Yes [ ]  No [ ]  N/A [ ]  |  | Not Loaded into ERMS |
|  | LPA-Project Master Contract Signed by LPA? | n/a | Yes [ ]  No [ ]  N/A [ ]  |  | Not Loaded into ERMS |
|  | Markups from submission prior to Final Tracings (typically Stage 3 or Final Plans) | n/a | Incorporated into Final Tracings? Yes [ ]  No [ ]  |  |  |
|       | FHWA-Indiana PSE Checklist  | DOC | Internal – INDOT Staff OnlyMust accompany each project or project will be rejected. See the [PSE Narrative](https://www.in.gov/dot/div/contracts/design/dmforms/Chk14-1E%282%29.pdf) for additional PSE information | FhwaInPseChk | Other |
|       | FHWA-Indiana PSE Checklist – Bundling Information Page | DOC | Use with PSE Checklist when more than one checklist is required due to project bundling. | BIP | Other |
| The FHWA-INDOT PSE Checklist should be reviewed as a whole. Items frequently overlooked are listed below. |
|       | Iterstate Access Document  | PDF | FHWA PSE Checklist #45. Include final approval letter. (formerly Interstate Interchange Justification Report) | IJRpt | Letters |
|       | Value Engineering Study | PDF | FHWA PSE Checklist #46 | ValEngStudy | Reports |
|       | Financial Plan Approval  | PDF | FHWA PSE Checklist #47 | InitFinPlan | Reports |
|       | Experimental Features Approval Letter  | PDF | FHWA PSE Checklist #49 | ExperFeatAppr | Letters |
|       | Guarantees or Warranties Approval Letter  | PDF | FHWA PSE Checklist #50 | GuarWarrAppr | Letters |
|       | Implementation Letter  | PDF | FHWA PSE Checklist #51 | IncenDisincenClau | Letters |
|       | Public Interest Finding | PDF | FHWA PSE Checklist #52 | PubIntFind | Letters |