CONTRACT-PREPARATION DOCUMENTS TO
CONTRACT ADMINISTRATION DIVISION
Office of Estimating

Des No.:		Route:
Contract No.:		Letting Date:
Project No.:	PE	County:
	RW	Bridge File:
	CN	Over:
Location:		

It is recommended that tracings for the above noted project be accepted. The following items accompany the tracings.

- ☐ Final Design Book
- ☐ Final Cost Estimate, Disk ☐ CES ☐
- ☐ Detour Map
- ☐ Final Special Provisions, ☐ Disk ☐ ERMS
  ERMS Title: FTSplProv[Des No.]Contracts
  If not in ERMS, why?
- ☐ Detail Packet
- ☐ Permit Certification Form
- ☐ Design Calculations

Federal Highway Administration Oversight. Required? YES ☐ NO ☐

Asbestos Report. Required? YES ☐ NO ☐
ERMS Title: FTAsbRpt[Des No.]Contracts
If not in ERMS, why?

Environmental-Document Compliance. The environmental document was approved on . The plans were reviewed against it on and were determined to be in compliance with it.

Geotechnical Report. Required? YES ☐ NO ☐
ERMS Title: FTGeoRpt[Des No.]Contracts
If not in ERMS, why?

LPA Agreement Determination. Required? YES ☐ NO ☐
Transmitted to the Research and Documents Library Team on .

Railroad Agreement. Signed? YES ☐ NO ☐ N/A ☐
If not signed, what is status?
Railroad special provision included? YES ☐ NO ☐
ERMS Title: FTRRSP[Des No.]Contracts

If not in ERMS, why?

Right of Way. Additional R/W required? YES ☐ NO ☐ N/A ☐
Is R/W clear and is Certification Letter included? YES ☐ NO ☐
ERMS Title: FTR/WCert[Des No.]Contracts
If not in ERMS, why?
If not clear, number of parcels remaining is
Expected R/W clear date is
R/W contact person is

Utility Coordination. Complete? YES ☐ NO ☐
If not complete, what is status?
Utilities special provision 107-R-169 included? YES ☐ NO ☐
ERMS Title: FTUtilSplProv[Des No.]Contracts
If not in ERMS, why?
Utility Coordination Certification ☐ Waiver ☐ included? YES ☐ NO ☐
ERMS Title: FTUtilCert[Des No.]Contracts
If not in ERMS, why?
Utility contact person is

Permits

Coast Guard Permit.
Not Required ☐ Applied For ☐ Received .
ERMS Title: FTCstGd[Des No.]Contracts
If not in ERMS, why?

Corps of Engineers Permit.
Individual: Not Required ☐ Applied For ☐ Received
Regional General: Not Required ☐ Applied For ☐ Received
ERMS Title: FT404Corps[Des No.]Contracts
If not in ERMS, why?

DNR Permit for Construction in a Floodway.
Not Required ☐ Applied For ☐ Received
ERMS Title: FTDNR[Des No.]Contracts
If not in ERMS, why?

FAA Indiana Tall-Structures Permit.
Not Required ☐ Applied For ☐ Received
ERMS Title: FTFAA[Des No.]Contracts
If not in ERMS, why?

401 Water Quality Permit.

Not Required ☐ Applied For ☐ Received
ERMS Title: FT401Wtr[Des No.]Contracts
If not in ERMS, why?

Rule 5.
Not Required ☐ Applied For ☐ Received
ERMS Title: FTRule5Eros[Des No.]Contracts
If not in ERMS, why?

Are all Permits included with the submittal? Yes ☐ NO ☐
If No, why not?

Summary of Commitments. This consists of a listing of commitments from the environmental document, regulatory agencies, purchasing agreements, etc., including context-sensitive items, as related to design and construction.
ERMS Title: FTCommit[Des No.]Contracts
If not in ERMS, why?

Design Approval. Date

Proprietary Materials. Are any specified which are not listed in *Design Manual* Chapter 17?
YES ☐ NO ☐
If Yes, has the justification been submitted and approved for each item? YES ☐ NO ☐

Unique Pay Items. Are any listed in the Schedule of Pay Items? YES ☐ NO ☐
If Yes, has a unique special provision been drafted and a unique pay item number been requested for each in accordance with *Design Manual* Chapter 20? YES ☐ NO ☐
Unique special provisions authenticated by: Testing ☐ Design ☐ Construction ☐

Non-Participating Pay Items. Are any non-participating pay items included in this contract?
YES ☐ NO ☐
If Yes, is there a separate list of the pay items included in the submittal? YES ☐ NO ☐
Is there a cost-sharing agreement for the non-participating pay items? YES ☐ NO ☐
If Yes, is a copy of the agreement attached to the submittal? YES ☐ NO ☐

Load Rating. Have all bridge structures in the contract been load rated or has the load-rating engineer indicated that structure(s) can not be rated at this time? YES ☐ NO ☐ N/A ☐

Coordination with District Construction Engineer.

For project with field office:
(628-R-552) Field Office, MOS

☐ Type A, 400 SFT (37 m2)
☐ Type B, 500 SFT (51 m2)
☐ Type C, 650 SFT (60 m2)
Field Office Computer System, Additional,
Qty. , Mos. YES ☐ NO ☐

For project without field office:
Mobile Laptop Computer System, Qty. , Mos. YES ☐ NO ☐
Mobile Internet Service, Qty. , Mos. YES ☐ NO ☐

For project with field laboratory:
(628-R-552) Field Laboratory, MOS
☐ Type A, 400 SFT (37 m2)
☐ Type B, 500 SFT (51 m2)
☐ Type C, 650 SFT (60 m2)

Cellular telephone (105-C-164), Qty. YES ☐ NO ☐
Anytime minutes, Qty.
Radio, Qty. YES ☐ NO ☐
Construction engineering YES ☐ NO ☐
Incentive/Disincentive (108-C-043) YES ☐ NO ☐
if YES, attach Justification form.
Partnering (108-C-078) YES ☐ NO ☐
Profilograph as pay item for HMA pavement YES ☐ NO ☐
Profilograph as pay item for PCCP pavement YES ☐ NO ☐
Traffic maintenance (104-C-112) (provide details) YES ☐ NO ☐

Latest date to begin work: Liquidated damages: $
(108-C-090)
Restriction time: Liquidated damages: $
(108-C-091 or -092) (provide details)
Closure time: Liquidated damages: $
(108-C-093)
Intermediate completion date: Liquidated damages: $
(108-C-094)
Calendar completion date: Liquidated damages: $
(108-C-095)
Earliest date to begin work: Liquidated damages: $
(108-C-127)

Designer:

Construction information provided by:

Comments:

Prepared by: Date: