

FINAL TRACINGS CHECKLIST

CONTRACT NO.

DES NO.

DATE:

Required Items for Contract Administration Division

DATE	DOCUMENT DESCRIPTION	FILE TYPE	REMARKS	ERMS DOC. TYPE
	All-Project Commitments Report	PDF	Letting-Date Critical	Commitments
	Asbestos Report	PDF	Letting-Date Critical	Asbestos Report
	Asbestos Certification	PDF	Letting-Date Critical (Bridges Only)	Letters
	Bridge Load-Rating Memo	PDF		Other
	Bridge-Search Data Form	PDF		Other
	Contract Preparation Document Summary to Contract Admin. Div.	PDF	Letting-Date Critical	Contract Worksheet
	Correspondence Files	PDF	Optional For LPA Project	Letters
	Cost Estimate	PDF	Letting-Date Critical; Optional	Cost Estimate
	Cost Estimate, Group Number Changed to 12	CES	Letting-Date Critical	Not Loaded into ERMS
	Cross-Sections Sheets - Large, (36 in. x 24 in. or 34 in. x 22 in.)	PDF	Letting-Date Critical. (Separate file for cross sections needed only when inclusion in Plans exceeds file size limit)	Final Tracings
	Design Computations	PDF		Design Computations
	Environmental Consultation Form	PDF		Environmental Consultation Form
	Final Pavement Design	PDF		Other
	Geotechnical Report	PDF	Letting-Date Critical	Geotechnical Report
	Geotechnical Review of Final Check Prints Form	PDF		Letters
	Geotechnical Waiver	PDF	Letting-Date Critical	Report
	Level One Design Criteria Checklist	PDF	Include Level One computations.	Level 1 Checklist
	Limited Review Certification	PDF		Ltd – Review Certification
	Markups – Stage 3 or Final Check Prints	PDF		Letters
	Official Detour Route If Not on Plans	PDF	Letting-Date Critical	Additional Information
	Permits: 404, 401, DNR, Rule 5, FAA, etc.	PDF	Letting-Date Critical (All permits in a single file for Tracings submittal only)	Permits

DATE	DOCUMENT DESCRIPTION	FILE TYPE	REMARKS	ERMS DOC. TYPE
	Plans – Large (36 in. x 24 in. or 34 in. x 22 in.)	PDF	Letting-Date Critical (Break into multiple files when single file exceeds file size limit)	Final Tracings
	Plans – Small (8½ in. x 11 in.)	PDF	Letting-Date Critical. (These plans are included in Part II of the CIB)	Plans
	Proprietary-Materials-Use Justification	PDF	Letting-Date Critical	Proprietary Mtrl
	Quality Assurance Form	PDF		QA Form
	Quantity Calculations	PDF		Quantity Calculations
	Response To Comments Letter	PDF		Letters
	R/W Certification Letter	PDF	Letting-Date Critical	ROW
	Railroad Special Provisions	DOC	Letting-Date Critical (If Applicable)	Provisions
	Summary of Design Exceptions	PDF		Letters
	Survey Field Book (Original)	PDF	Optional For LPA Project	Other
	Special Provisions Menu - Recurring	XLS	Letting-Date Critical	Provisions
	Special Provisions Menu - Unique	XLS	Letting-Date Critical	Provisions
	Special Provisions - Unique	DOC	Letting-Date Critical (All unique special provisions in a single file)	Provisions
	Special Provisions – Contract-Specific Recurring	DOC	Letting-Date Critical (attachments from Section II of the Recurring Special Provisions Menu. All attachments in a single file)	Provisions
	Transmittal Letter	PDF	Letting-Date Critical	Transmtl Ltr
	Utility-Coordination Certification/Waiver	PDF	Letting-Date Critical	Other
	Utility-Relocation Plans	PDF	Letting-Date Critical	Utility Info
	Traffic Control Plan Checklist	PDF	Checklist	Other
	Traffic Management Plan	PDF	If Applicable	Other

Project Manager Items

DATE	DOCUMENT DESCRIPTION	FILE TYPE	REMARKS	ERMS DOC. TYPE
	LPA-Project Construction Engineering Agreement in Place?		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	LPA-Project Master Contract Signed by LPA?		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	
	Markups – Final Check Prints		Incorporated into Final Tracings? Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Submittal Date 14 Weeks Prior To Letting Date?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
	FHWA-Indiana PSE Checklist	DOC	Internal – INDOT Staff Only Must accompany each project or project will be rejected.	Other
The FHWA-INDOT PSE Checklist should be reviewed as a whole. Items that a frequently overlooked are listed below.				
	Interstate-Interchange Justification	PDF	FHWA PSE Checklist #45 (If Applicable)	Letter
	Value-Engineering Study	PDF	FHWA PSE Checklist #46 (If Applicable)	Report
	Financial-Plan Approval	PDF	FHWA PSE Checklist #47 (If Applicable)	Report
	Experimental-Features Approval Letter	PDF	FHWA PSE Checklist #49 (If Applicable)	Letter
	Guarantees or Warranties Approval Letter	PDF	FHWA PSE Checklist #50 (If Applicable)	Letter
	Implementation Letter	PDF	FHWA PSE Checklist #51 (If Applicable)	Letter
	Public-Interest Finding	PDF	FHWA PSE Checklist #52 (If Applicable)	Letter