

FINAL-TRACINGS CHECKLIST
Required Items for Contract Administration Division

Rev. 10-01-10

CONTRACT NO.

DES NO.

DATE:

DATE	DOCUMENT DESCRIPTION	FILE TYPE	REMARKS	ERMS DOC. TYPE
	ASBESTOS REPORT	PDF	LETTING-DATE CRITICAL	ASBESTOS REPORT
	BRIDGE LOAD-RATING MEMO	PDF		OTHER
	BRIDGE SEARCH DATA FORM	PDF		OTHER
	CONSULTANT PROJECT INPUT FORM	Word		OTHER
	CONTRACT PREPARATION DOCUMENT SUMMARY TO CONTRACT ADMIN. DIV.	PDF	LETTING-DATE CRITICAL	CONTRACT WORKSHEET
	COST ESTIMATE	PDF	LETTING-DATE CRITICAL; OPTIONAL	COST ESTIMATE
	COST ESTIMATE, IN ESTIMATOR	EST	LETTING-DATE CRITICAL	COST ESTIMATE
	COST ESTIMATE, GROUP NUMBER CHANGED TO 12	CES	LETTING-DATE CRITICAL	NOT LOADED IN ERMS
	GEOTECHNICAL REPORT	PDF	LETTING-DATE CRITICAL	REPORTS
	GEOTECHNICAL WAIVER	PDF	LETTING-DATE CRITICAL	REPORT
	LARGE CROSS-SECTIONS SHEETS, 36 in. x 24 in. or 34 in. x 22 in.	PDF	LETTING-DATE CRITICAL	FINAL TRACINGS
	LARGE PLANS SHEETS, 36 in. x 24 in. or 34 in. x 22 in.	PDF	LETTING-DATE CRITICAL	FINAL TRACINGS
	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	PERMITS
	ALL PROJECT COMMITMENT REPORT	PDF	LETTING-DATE CRITICAL	COMMITMENTS
	PROPRIETARY-MATERIALS-USE JUSTIFICATION	PDF	LETTING-DATE CRITICAL	OTHER
	QUANTITY CALCULATIONS	PDF		QUANTITY CALCULATIONS
	R/W CERTIFICATION LETTER	PDF	LETTING-DATE CRITICAL	ROW
	RAILROAD SPECIAL PROVISIONS, if applicable	Word	LETTING-DATE CRITICAL	PROVISIONS
	SMALL PLANS SHEETS, 8½ in. x 11 in.	PDF	LETTING-DATE CRITICAL	PLANS
	SPECIAL PROVISIONS MENUS	Excel	LETTING-DATE CRITICAL	PROVISIONS
	TRANSMITTAL LETTER	PDF	LETTING-DATE CRITICAL	TRANSMITTAL LETTER
	UNIQUE SPECIAL PROVISIONS AND MODIFIED RECURRING SPECIAL PROVISIONS	Word	LETTING-DATE CRITICAL	PROVISIONS
	UTILITY-COORDINATION CERTIFICATION / WAIVER	PDF	LETTING-DATE CRITICAL	OTHER
	UTILITY-RELOCATION PLANS	PDF	LETTING-DATE CRITICAL	UTILITY INFO

FINAL-TRACINGS CHECKLIST
Required Items for Research and Documents Library Team

Rev. 10-01-10

DATE	DOCUMENT DESCRIPTION	FILE TYPE	REMARKS	ERMS DOC. TYPE
	ASBESTOS CERTIFICATION, BRIDGE	PDF	LETTING-DATE CRITICAL	LETTERS
	CORRESPONDENCE FILES	PDF	OPTIONAL FOR LPA PROJECT	LETTERS
	DESIGN COMPUTATIONS	PDF		DESIGN COMPUTATIONS
	FINAL DESIGN SUMMARY REPORT	PDF	NOT REQUIRED FOR PROJECT WITH STAGE 1, 2, 3 SUBMITTALS	DESIGN SUMMARY REPORT
	FINAL PAVEMENT DESIGN	PDF		OTHER
	GEOTECHNICAL REVIEW OF FINAL CHECK PRINTS FORM	PDF		LETTERS
	LEVEL ONE DESIGN CRITERIA CHECKLIST	PDF		LEVEL 1 CHECKLIST
	LIMITED-REVIEW CERTIFICATION	PDF		LTD.-REVIEW CERTIFICATION
	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	PDF	INCORPORATED INTO FINAL TRACINGS ? YES <input type="checkbox"/> NO <input type="checkbox"/>	LETTERS
	ORIGINAL FIELD BOOK	PDF	OPTIONAL FOR LPA PROJECT	OTHER
	QUALITY ASSURANCE FORM	PDF		QA FORM
	RESPONSE TO COMMENTS LETTER	PDF		LETTERS
	SCOPE / ENVIRONMENTAL COMPLIANCE CERTIFICATION / PERMIT APPLICATION CERTIFICATION	PDF		ENVIRONMENTAL COMPLIANCE FORM
	SUBMITTAL DATE 14 WEEKS PRIOR TO LETTING DATE ?		YES <input type="checkbox"/> NO <input type="checkbox"/>	
	SUMMARY OF DESIGN EXCEPTIONS	PDF		LETTERS
	TRAFFIC-CONTROL-PLAN CHECKLIST	PDF	CHECKLIST	OTHER
	TRAFFIC-MANAGEMENT PLAN	PDF	WHERE APPLICABLE	OTHER