

# BID PACKAGE GUIDANCE

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Listed are typical bid documents for a project with **Federal Highway Administration** funding. Standard special provisions may be downloaded from the LPA Documents page, highlighted below, or obtained from the MaineDOT Project Manager.

Project-specific technical special provisions should be developed by the municipality managing a project or its consultant, in coordination with the MaineDOT Project Manager.

## Final Design Plans

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1. Title sheet of the design plans must be signed and stamped by the Engineer of Record.
2. All pay items on the plans must be on the schedule of items and estimate.
3. Schedule of items must match final estimate and use MaineDOT item numbers.
4. Items not covered by MaineDOT's Standard Specifications must have a special provision.

## Bid Documents

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Standard items are found under "Bid Package Documents" on the LPA Documents web page: [www.maine.gov/mdot/lpa/lpadocuments/](http://www.maine.gov/mdot/lpa/lpadocuments/)

1. Bidding instructions packet labeled Federal Project (*October 2024*).
2. DBE inserts with instructions and Commitment Confirmation Form (*June 2024*).
3. Notice to Contractors, with:
  - Bid opening date and time – *pay attention to holidays*;
  - Project WIN, location, and outline of work;
  - Basis of award – typically the lowest total base bid;
  - Contractor qualification/pre-qualification requirements;
  - Disadvantaged Business Enterprise (DBE) requirements;
  - Bid bond amount (5% of bid);
  - Reference to MaineDOT Standard Specifications & Standard Details (*March 2020*);
  - Cost of printed copies of the contract book and plan set;
  - Requirements for performance surety bond and contract payment bond – for all contracts  $\geq$  \$125,000. (*Projects estimated to cost less than \$125,000 require no such bonds.*)
4. Acknowledgement of Bid Amendments sheet (special provision 102.7.3).
5. Schedule of Items – using MaineDOT items.
  - Check to be sure items and quantities match engineer's estimate.

6. Contract Agreement, Offer and Award form, two copies:
  - Review section A “The Work” for correct WIN, location, and scope of work;
  - Review section B “Time” to be sure completion date matches Special Provision 107;
  - Review section F “Offer” to be sure the “Fourth” paragraph has DBE reference.
7. Sample bond forms – one copy each:
  - Contract Performance Bond; and
  - Contract Payment Bond (Surety Company Form).
8. Davis-Bacon prevailing wage rates:
  - Check online for latest General Decision by county and work type – <https://www.sam.gov/content/wage-determinations>
9. Special Provision (SP) Section 101 – Contract Interpretation (*dated March 2021*).
10. SP Section 104 – Utilities.
  - The utility coordinator for a project must prepare this special provision.
11. SP Section 104.3.8 – Electronic Payroll Submission (*dated December 17, 2010*).
12. SP Section 105 – Build America, Buy America (*dated November 10, 2022*).
13. SP Section 105 – Limitations of Operations (*if applicable*).
  - MaineDOT will prepare this document, if there are restrictions on lane closures.
14. SP Section 105 – DBE Project Attainment Target (PAT).
  - PAT is determined on a per-project basis. Request calculation sheet from MaineDOT.
15. SP Section 105 – Over Limit Movement Permits (*if applicable*).
16. SP Section 107 – Scheduling of Work:
  - Be sure completion date matches date in Contract Agreement, Offer & Award.
17. SP Section 400 – Hot Mix Asphalt Pavement (*dated January 23, 2024*).
18. SP Section 403 – Hot Mix Asphalt Pavement:
  - Request from MaineDOT Project Manager, at least three months before advertise.
19. SP Section 502 – Structural Concrete (*if there is concrete work*).
  - Request from MaineDOT Project Manager, at least three months before advertise.
20. SP Section 634 and 643 – Highway Lighting and Traffic Signals.
  - Include electrical checklist if the project has highway lighting or traffic signals.
21. SP Section 652 – Maintenance of Traffic (*dated January 15, 2020*).
22. MaineDOT Standard Detail updates:
  - Latest version is online: <https://www.maine.gov/mdot/contractors/publications/>

23. Supplemental Specification: Corrections, Additions & Revisions to Standard Specifications:
  - Check online for latest version: <https://www.maine.gov/mdot/contractors/publications/>
24. Projects Funded by the Transportation Alternatives Program – Appendix A to Division 100.
  - Applies to sidewalks and multiuse pathways with federal TAP funding (*July 5, 2013*)
25. Form FHWA-1273 – federal projects (*dated September 28, 2023*):
  - This is the 29-page Appendix A to Division 100 – Section 1, Bidding Provisions.
26. Signed federal Title VI Assurances, with appendices A-E:
  - This 8-page insert must be signed by the chief administrative officer of a city or town.
27. Environmental Summary Sheet
  - MaineDOT’s Environmental Office prepares this document on federal projects;
  - Be sure that any referenced special provisions are part of the contract book.

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