

FINAL PLANS & BID DOCUMENTS

Note: This section offers guidance on the standard documentation for most bid packages. Check with MaineDOT for the latest versions of all bid book inserts and special provisions.

Final Plans

1. Check to be sure the title page is signed with a licensed professional engineer's stamp, if estimated construction cost is greater than \$100,000.
2. Be sure the schedule of items matches the final engineer's estimate.
3. Check plans to be sure all pay items are on the schedule of items and engineer's estimate.

Specifications

1. Make sure that all project specifications and special provisions include the following:
 - Description of the work;
 - Materials required to complete the work;
 - Requirements to construct and accept the work;
 - Measurement, specifying what, when and how to measure for payment; and
 - Basis of payment for the work.

Bid Documents

➡ Most documents are online: <http://www.maine.gov/mdot/lpa/lpadocuments/>

1. Bidding Instructions
 - The latest inserts from MaineDOT must be at the front of the bid book. The instructions will be labeled Federal or State, depending upon funding source.
 - In most cases, references to MaineDOT should be replaced with references to the city or town overseeing a project. Check with MaineDOT if there are questions.
2. Notice to Contractors, includes:
 - Stamp of Engineer of Record, as applicable and required by law
 - Bid opening date and time (*pay attention to holidays*)
 - Project WIN, description, location, and outline of work
 - Basis of award
 - Disadvantaged Business Enterprise requirements statement (*federally funded projects*)
 - Statement that MaineDOT Standard Specifications shall govern all work
 - Bid bond amount
 - Cost of copies of bid book and plan sets

- Projects less than \$125,000 require no contract performance surety bond or contract payment surety bond. Bonds are required for projects exceeding \$125,000.
 - For projects greater than \$300,000, a bidder must complete a highway, bridge or project specific pre-qualification through MaineDOT to be awarded the contract.
 - For projects less than \$300,000: “Bids will be accepted from all bidders. The lowest responsive bidder must demonstrate successful completion of projects of similar size and scope to be considered for the award of this contract.”
3. Special Provision 102.7.3, Acknowledgement of Bid Amendments
 4. Schedule of Items
 5. Contract Agreement, Offer and Award form: two copies
 - Check Section A, “The Work,” for correct WIN, location and scope of work
 - Check Section B, “Time,” to be sure completion date matches Special Provision 107
 - Check Section F, “Offer,” to be sure the paragraph labeled “Fourth” references Disadvantaged Business Enterprise (DBE) requirements (*federally funded projects*)
 6. Forms labeled, “Sample,” – one copy each:
 - Contract Agreement, Offer and Award
 - Contract Performance Bond
 - Contract Payment Bond (Surety Company Form)
 7. Davis-Bacon Wage Rates: Check for latest General Decision for county and type of work
 - Required for federally funded projects: <http://www.wdol.gov/dba.aspx>
 8. Special Provision (SP) Section 104, Utilities
 9. SP Section 104.3.8, Electronic Payroll Submission / Payment Tracking (if federal funds)
 10. SP Section 105.10.1, Equal Opportunity and Civil Rights: Disadvantaged Business Enterprises Program (*federally funded projects*)
 11. SP Section 105.11, Buy America Certification (federally funded projects)
 12. SP Section 105, General Scope of Work: Limitations of Operations (*if applicable*)
 13. SP Section 105, Overlimit Movement Permits (if applicable, based on nature of work)
 14. SP Section 107, Prosecution and Progress: Scheduling of Work
 - Ensure completion date matches date in Contract Agreement, Offer & Award.
 15. SP Section 108, Asphalt Escalator (*if more than 500 tons of HMA is used*)
 16. SP Section 401, Hot Mix Asphalt Pavement

17. SP Section 403, Hot Mix Asphalt
 - Compare items listed against the “Schedule of Items” and other special provisions.
 - Ensure all paving pay items are on the Schedule of Items and the estimated quantities.
 - Ensure that all numbered notes in the table are listed at the bottom of the page.
 - Check to see if tack coat (item 409.15) is a pay item or incidental.
 18. SP Section 502, Structural Concrete (*if there is concrete work*)
 19. SP Section 608, Detectable Warnings (*for sidewalks*)
 20. SP Section 609, Structural Concrete: Concrete Slipform Curb (*if applicable*)
 21. SP Section 634 Highway Lighting (*if highway lighting is part of the contract*)
 22. SP Section 643, Traffic Signals (*if traffic signals are part of the contract*)
 23. SP Section 652, Maintenance of Traffic
 24. SP Section 656, Temporary Soil Erosion and Water Pollution Control
 - A special provision is only required if requested by the Environmental Office
 25. Standard Detail updates
 - Latest version is online: <http://www.maine.gov/mdot/contractors/publications/>
 26. Supplemental Specification: Corrections, Additions & Revisions to Standard Specifications
 - Latest version is online: <http://www.maine.gov/mdot/contractors/publications/>
 27. Special Provision, Projects Funded by the Transportation Alternatives Program (TAP) – Appendix A to Division 100
 - Prohibits use of convict labor on certain federally funded projects
 - Check with MaineDOT if there is question about the funding source
 28. Appendix A to Division 100: Section 1 – Bidding Provisions (*federally funded projects*)
 - This is FHWA Form 1273 and must be inserted into bid books for federal-aid projects
 29. Signed Title VI Assurances from municipality or organization in charge of project.
 - Must include Appendix A and Appendix E
 30. Environmental Summary Sheet
 - This document is prepared by the MaineDOT Environmental Office on federal projects
 - Check to be sure that all referenced special provisions are included in the bid book
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