

## CHECKLIST: FINAL PLANS, SPECIFICATIONS AND ESTIMATE

---

**PS&E package completed**, as follows:

- Engineer's estimate of construction cost is completed, using MaineDOT item numbers
- Each item in engineer's estimate is shown on the plans
- Estimate of quantities matches Schedule of Items in contract book
- All work is covered by a pay item or a general note
- Approval of design exceptions is documented
- Quality-control design checks are documented

**Design plans have the following, as applicable:**

- Title sheet
  - Profiles
  - Cross-sections
  - Typical sections
  - Earthwork summary (*if applicable*)
  - General notes
  - All supplemental sheets (drainage, geometric, grading, striping, etc.)
- Plans stamped by engineer of record, as warranted and required by law

**Bid book includes the following:**

- Notice to Contractors
- Contract Agreement, Offer and Award form
- Contract bonds
- Davis-Bacon wage rates (*federally funded projects*)
- Electronic payroll special provision (*federally funded projects*)
- Buy America special provision (*federally funded projects*)
- 105 special provision – Limitation of Operations (*if applicable*)
- 403 special provision (Hot Mix Asphalt) prepared by MaineDOT (*if applicable*)
- 652 special provision – Traffic control
- Form FHWA-1273 (*federally funded projects*)
- Signed Title VI Assurances (*federally funded projects*)

**PS&E package approved by MaineDOT project manager**

*The numbering on the letters below has changed from previous editions of this manual.*

- Public Process Certification attached (**Communication 10**)
- Environmental Certification attached (**Communication 12**)
- Utilities Certification attached (**Communication 13**)
- Right-of-Way Certification attached (**Communication 14**)
- Traffic Analysis and Movement Evaluation (TAME) Certification attached
  - MaineDOT will prepare TAME certification*
- Construction authorization requested from MaineDOT (**Communication 15**)**
- Construction authorization given in writing by the MaineDOT project manager**
- Minimum materials testing requirements obtained from MaineDOT project manager:**
  - PM sends plans, specifications and estimated quantities to technician Jean Tukey: 624-3543

☞ ***If you advertise your project before receiving authorization from MaineDOT, you will jeopardize ALL the money from MaineDOT for the project.***