0Project Type & Location:

Contract No.:       STIP:       Letting Date:

Des. No.       RFC Date:       Construction Completion Date:

**Required Items for Contract Administration Division**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ERMS ID**  **(DOT\_#######)** | **DOCUMENT DESCRIPTION** | **FILE TYPE** | **REMARKS** | **description abbreviation** | **ERMS DOC.**  **TYPE** |
|  | 10-Week Letter | DOC | If applicable (Building demolition as part of contract) | 10WkLtr | Provisions |
|  | All-Project Commitments Report | PDF | Letting-Date Critical | Commit | Commitment |
|  | Asbestos Report | PDF | Letting-Date Critical | AsbRpt | Asbestos Report |
|  | Asbestos Certification | PDF | Letting-Date Critical  (Bridges Only) | AsbCert | Letters |
|  | Bridge Load Rating Memo | PDF | Not required for LPA bridges or bridge-length precast structures under fill. | LoadRtgMemo | Load Rating |
|  | Bridge Search Data Form | XLS |  | BSDF | Other |
|  | Contract Preparation Document Summary to Contract Admin. Div. | PDF | Letting-Date Critical | ContPrepDoc | Contract Worksheet |
|  | Correspondence Files | PDF | Optional For LPA Project | Corresp | Letters |
|  | Cost Estimate | PDF | Letting-Date Critical;  Optional | Est | Cost Estimate |
|  | Cost Estimate, Group Number Changed to 12 | CES | Letting-Date Critical |  | Not Loaded into  ERMS |
|  | Cross-Sections Sheets - Large, (36x24 or 34x22) | PDF | Letting-Date Critical. (Separate file for cross sections needed only when inclusion in Plans exceeds file size limit) | Xsect | Final Tracings |
|  | Demolition Letter | DOC | If applicable (Building demolition as part of contract) | DemoLtr | Provisions |
|  | Design Computations | PDF |  | DgnComps | Design  Computations |
|  | Detour Route | PDF | Letting-Date Critical. Official detour route only. Applicable when not shown on plans | OfficialDetRte | Additional  Information |
|  | Environmental Consult Form | PDF |  | EnvConFrm | Env Comp Form |
|  | Geotechnical Report | PDF | Letting-Date Critical | GeoRpt | Geotechnical Report |
|  | Geotechnical Review of Final Check Prints Form | PDF |  | GeoRvwFrm | Letters |
|  | Geotechnical Waiver | PDF | Letting-Date Critical | GeoWaiver | Reports |
|  | Level One Design Criteria Checklist | PDF | Include Level One computations. | Lvl1Chk | Level 1 Checklist |
|  | Markups and responses to prev. reviewed submission | PDF | May combine with Response to Comments Letter where file size allows. | [previous submittal] MrkUps | Letters |
|  | Pavement Design (Final) | PDF | Final stamped pavement design | FinalPvmtDgn | Other |
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| **ERMS ID**  (DOT\_#######) | **DOCUMENT DESCRIPTION** | **FILE TYPE** | **REMARKS** | **description abbreviation** | **ERMS DOC.**  **TYPE** |
|  | Permits: 404, 401, DNR, Rule 5, FAA, etc. | PDF | Letting-Date Critical | Permits | Permits |
|  | All permit approval documents with their associated permit conditions should be in a single file. For General permits where an approval document is not issued, the general permit conditions should be included in the file. For a Rule 5 permit, the entire permit (date-stamped NOI, NOS, SWPPP, narrative, attachments, maps, conditions, etc.) should be included. For contracts with multiple Des. numbers, use the lead Des. number in the ERMS Title and include a summary sheet identifying which permits are applicable to which Des. number. | | | | |
|  | Plans – Existing | PDF | If Applicable | ExistingPlans | Existing Plans |
|  | Plans – Large (36 x 24 or  34 x 22) | PDF | Letting-Date Critical (Break into multiple files when single file exceeds file size limit) | Plans | Final Tracings |
|  | Plans – Small (8½ x 11) | PDF | Letting-Date Critical. (File size cannot exceed 10Mb) | Plans | Final Tracings |
|  | Proprietary Materials Use Justification | PDF | Letting-Date Critical | ProprMtrlFrm | Proprietary Mtrl |
|  | Quality Assurance Form | PDF |  | QAFrm | QA Form |
|  | Quantity Calculations | PDF |  | QtyCalcs | Qty Calculations |
|  | Railroad Coordination Certification Letter | PDF | Letting-Date Critical | RRCert | Other |
|  | Railroad Special Provisions | DOC | Letting-Date Critical (If Applicable) | RRSplProv | Provisions |
|  | Response To Comments Letter/Markups | PDF | Submit with Markups where file size allows. | RespLtr | Letters |
|  | R/W Certification Letter | PDF | Letting-Date Critical | RWCert | ROW |
|  | Special Provisions Menu - Recurring | XLS | Letting-Date Critical | SplProvMenu | Provisions |
|  | Special Provisions Menu - Unique | XLS | Letting-Date Critical | UnqSplProvMenu | Provisions |
|  | Special Provisions - Unique | DOC | Letting-Date Critical  (All unique special provisions in a single file) | UnqSplProv | 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) | SplProv | Provisions |
|  | Summary of Design Exceptions | PDF |  | SumDgnExc | Letters |
|  | Survey Field Book (Original) | PDF | Optional For LPA Project | SvyBook | Other |
|  | Traffic Control Plan Checklist | PDF |  | TrafCtrlPlanChk | Other |
|  | Traffic Management Plan | PDF | If Applicable | TrafMangPlan | Other |
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| **ERMS ID**  (DOT\_#######) | **DOCUMENT DESCRIPTION** | **FILE TYPE** | **REMARKS** | **description abbreviation** | **ERMS DOC.**  **TYPE** |
|  | Transmittal Letter | PDF | Letting-Date Critical | TransLtr | Transmittal Letter |
|  | Utility Coordination  Certification | PDF | Letting-Date Critical | UtilCert | Other |
|  | Utility Relocation Plans | PDF | Letting-Date Critical. Include both the Work Plan and the drawings. | RelocPlan (Utility Company) | Utility Information |

**Project Manager Items**

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| **ERMS ID**  (DOT\_#######) | **DOCUMENT DESCRIPTION** | **FILE TYPE** | **REMARKS** | **description abbreviation** | **ERMS DOC.**  **TYPE** |
|  | LPA-Project Construction Engineering Agreement in Place? | n/a | Yes  No  N/A |  | Not Loaded into ERMS |
|  | LPA-Project Master Contract Signed by LPA? | n/a | Yes  No  N/A |  | Not Loaded into ERMS |
|  | Markups from submission prior to Final Tracings (typically Stage 3 or Final Plans) | n/a | Incorporated into Final Tracings? Yes  No |  |  |
|  | Submittal Date 14 Weeks Prior To Letting Date? | n/a | Yes  No |  |  |
|  | FHWA-Indiana PSE Checklist | DOC | Internal – INDOT Staff Only  Must accompany each project or project will be rejected. | FhwaInPseChk | Other |
|  | FHWA-Indiana PSE Checklist – Bundling Information Page | DOC | Use with PSE Checklist when more than one checklist is required due to project bundling. | BIP | Other |
| The FHWA-INDOT PSE Checklist should be reviewed as a whole. Items frequently overlooked are listed below. | | | | | |
|  | Interstate Interchange Justification | PDF | FHWA PSE Checklist #45. Include final approval letter | IJRpt | Letters |
|  | Value Engineering Study | PDF | FHWA PSE Checklist #46 | ValEngStudy | Reports |
|  | Financial Plan Approval | PDF | FHWA PSE Checklist #47 | InitFinPlan | Reports |
|  | Experimental Features Approval Letter | PDF | FHWA PSE Checklist #49 | ExperFeatAppr | Letters |
|  | Guarantees or Warranties Approval Letter | PDF | FHWA PSE Checklist #50 | GuarWarrAppr | Letters |
|  | Implementation Letter | PDF | FHWA PSE Checklist #51 | IncenDisincenClau | Letters |
|  | Public Interest Finding | PDF | FHWA PSE Checklist #52 | PubIntFind | Letters |