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 intoERMS |
|       | 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 | DesignComputations |
|       | Detour Route  | PDF | Letting-Date Critical. Official detour route only. Applicable when not shown on plans | OfficialDetRte | AdditionalInformation |
|       | 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 |
|  |  |  |  |  |  |
| **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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **ERMS ID**(DOT\_#######) | **DOCUMENT DESCRIPTION** | **FILE TYPE** | **REMARKS** | **description abbreviation** | **ERMS DOC.****TYPE** |
|       | Transmittal Letter | PDF | Letting-Date Critical | TransLtr | Transmittal Letter |
|       | Utility CoordinationCertification | 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 OnlyMust 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 |