|  |  |  |  |
| --- | --- | --- | --- |
| Contract No.: |  | Route: |  |
| Des No.: |  | Over: |  |
| Project No.: | CN | County: |  |
| Letting Date: |  | Bridge File No.: |  |
|  |  | Location: |  |

1. **Federal Highway Administration Oversight**.

Yes No Required?

1. **Asbestos Report**.

Yes No Required?

If not in ERMS, why?       ERMS Title: FTAsbRpt [Des No.] for Contract Services

1. **Environmental Document Compliance**. The environmental document was approved on Click here to enter a date.. The plans were reviewed against the environmental document on Click here to enter a date. and complied with it.

[Link](https://dataviz.in.gov/#/site/INDOT/views/PermitEnv/PermitTable?:iid=2) to status of env. documents (INDOT personnel only. ERIN - Business Tools – Tableau – F3 Permits and Environmental)

1. **Geotechnical Report**.

Yes No Required?

If not in ERMS, why?       ERMS Title: FTGeoRpt [Des No.] for Contract Services

1. **Load Rating**.

Yes No N/A Have all bridge structures in the contract been load rated or has the Load Rating engineer indicated that structure(s) cannot be rated at this time?

1. **Utility Coordination**.

Yes No Complete?

If not complete, what is status?

Yes No Utilities RSP 107-R-169 included? ERMS Title: FTSplProv [Des No.] for Contract Services

If not in ERMS, why?

Yes No Utility Coordination Certification included? ERMS Title: FTUtilCert [Des No.] for Contract Services

If not in ERMS, why?

Utility contact person is:

1. **Railroad Coordination**.

Yes No Complete?

If not complete, what is status?

Yes No Railroad Coordination Certification included?

ERMS Title: FTRRCert [Des No.] for Contract Services

Yes No N/A Railroad Agreement Required?

If Yes and not signed, what is status?

Yes No N/A Railroad special provision included?

ERMS Title: FTRRSplProv [Des No.] for Contract Services

If not in ERMS, why?

1. **Right of Way**.

Yes No Additional R/W required?

Yes No Is R/W clear and is Certification Letter included?

ERMS Title: FTRWCert [Des No.] for Contract Services

If not in ERMS, why?

If not clear, number of parcels remaining is

Expected R/W clear date is

R/W contact person is

1. **Summary of Commitments.** This consists of a listing of commitments from the environmental document, regulatory agencies, purchasing agreements, including context-sensitive items, as related to design and construction. Commitments must include contract-specific information to describe what action is necessary. Necessary action must be included in the plans and special provisions.

ERMS Title: FTCommit [Des No.] for Contract Services

If not in ERMS, why?

1. **Proprietary Materials**.

Yes No Are there any proprietary materials which are not currently listed on the Programmatic Proprietary Material Approvals list? See [www.in.gov/indot/2684.htm](http://www.in.gov/indot/2684.htm) for programmatic approvals.

Yes No If Yes, has the justification been submitted and approved for each item?

1. **Unique Special Provisions**

Yes No Are there any unique special provisions included in this contract?

Yes No If Yes, have the unique special provisions been reviewed by the Specifications Engineer?

If No, why not?

ERMS Title: FTUnqSplProv [Des No.] for Contract Services

1. **Unique Pay Items.** Unique pay items must be included in an associated unique special provision.

Yes No Are there any unique pay items listed in the Schedule of Pay Items?

1. **Non-Participating Pay Items**. The funding code within CES must be marked “01Z” for non-participating pay items. “Non-Participating” should also be included as a supplemental description.

Yes No Are any non-participating pay items included in this contract?

Yes No Is there a cost-sharing agreement for the non-participating pay items?

Yes No If Yes, is a copy of the agreement included with the submittal?

1. **Permits**

Yes No Are all permits included with the submittal?

If No, why not?       ERMS Title: FT Permits [(lead) Des No.] for Contract Services

(Permits) Submit all permit approval documents with their associated permit conditions in a single file. For General permits where an approval document is not issued, include general permit conditions in the file. 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.

If permits are necessary, but will not be available on the letting date, a unique special provision is required to describe such missing permits, and the anticipated timeline for obtaining them.

[Link](https://dataviz.in.gov/#/site/INDOT/views/PermitEnv/PermitTable?:iid=2) to status of waterway permits (INDOT personnel only. ERIN - Business Tools – Tableau – F3 Permits and Environmental)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Permit Type** | | **Required?** | **Effective Date** | **Expiration Date** |
| **US Army Corps of Engineers (USACE) 404/ Section 10** | Nationwide Permit (NWP) | Yes |  |  |
| No |
| Regional General Permit (RGP) | Yes |  |  |
| No |
| Individual Permit (IP) | Yes |  |  |
| No |
| **Indiana Department of Environmental Management (IDEM)** | Section 401 NWP | Yes |  |  |
| No |
| Section 401 RGP | Yes |  |  |
| No |
| Section 401 IP | Yes |  |  |
| No |
| Isolated Wetlands | Yes |  |  |
| No |
| Construction Stormwater General Permit (CSGP) | Yes |  |  |
| No |
| **Indiana Department of Natural Resources (IDNR)** | Construction in a Floodway (CIF) | Yes  No |  |  |
| **Mitigation Required** | Wetland (404/401) | Yes  No |  |  |
| Stream (404/401) | Yes  No |  |  |
| Forested Floodway (IDNR) | Yes  No |  |  |
| **Other** | FAA Indiana Tall-Structures Permit | Yes  No |  |  |
| **Other** | Coast Guard Permit | Yes  No |  |  |

**Effective Date** = “date obtained”, “effective date”, “issued date”, depending on the permit.  If the permit only requires an application (for example, 404 NWP), include the application date in the Effective Date column.

Do not write “TBD” or an anticipated date. If the permit has not been received, leave the permit dates blank.

**Expiration Date.** If the permit does not have an expiration date, indicate “none”.

## Coordination with District Construction

Construction information provided by:

[Link](https://dataviz.in.gov/#/site/INDOT/views/FuturePayItems/PlannedPayItems?:iid=1) to project level quantities (INDOT personnel only. ERIN - Business Tools – Tableau – E1 Pay Items in Upcoming Lettings)

|  |  |  |  |
| --- | --- | --- | --- |
| Yes No | Field Office | Months |  |
|  | Type A, 460 SFT  Type C, 650 SFT  Type D, 1000 SFT  Type E, 2200 SFT |  |  |
| Yes No | Computer System | Qty. |  |
| Yes No | Computer System Equipment | Qty. |  |
| Yes No | Mobile Internet Service | Qty. | Months |
| Yes No | Telephone Service | Months |  |
|  | Type A  Type B  Type C |  |  |
| Yes No | Cellular Telephone |  |  |
|  | Type A Qty.  Type B Qty. | Anytime minutes (Type A)        Anytime minutes (Type B) | Months (Type A)       Months (Type B) |

|  |  |  |  |
| --- | --- | --- | --- |
| RSPs are available at <https://www.in.gov/dot/div/contracts/standards/rsp/index.html> | | | |
| Yes No | Construction Engineering |  |  |
| Yes No If yes, attach justification  form | Incentive/Disincentive  (RSP 108-C-043) | [Link](https://www.in.gov/dot/div/contracts/design/dmforms/EdDoc%20503-2.06.1%20Incentive%20Disincentive%20Amount%20Justification%20(inflation%20adj).doc) Justification Form (Ed Doc 503-2.06.1 Determination of Incentive/Disincentive Amount) | |
| Yes No | Partnering |  |  |
| Yes No | Inertial Profiler as pay item for HMA pavement |  |  |
| Yes No | Inertial Profiler as pay item for PCCP pavement |  |  |
| Yes No | Traffic maintenance  (RSP 104-C-112) | (provide details) | |

|  |  |  |  |
| --- | --- | --- | --- |
| Earliest date to begin work (RSP 108-C-127): |  | No liquidated damages | |
| Latest date to begin work (RSP 108-C-090): |  | Liquidated damages: $ |  |
| Restriction time (RSP 108-C-091 or 108-C-092):  (provide details) |  | Liquidated damages: $ |  |
| Closure time (RSP 108-C-093): |  | Liquidated damages: $ |  |
| Intermediate completion date (RSP 108-C-094): |  | Liquidated damages: $ |  |
| CSGP intermediate completion date  (RSP 108-C-234) (see below rate chart): |  | Liquidated damages: $ |  |
| Calendar Completion date (see below rate chart): |  | Liquidated damages: $ |  |
| Use chart for LD’s on the CSGP intermediate completion date and contract completion date for inspection costs:  **Schedule of Liquidated Damages for Each Day**  **of Overrun in Contract Time**   |  |  |  | | --- | --- | --- | | Estimated Contract Amount | | Daily Charge | | From Greater Than | To Less Than or Equal To | Calendar Day or Fixed Date | | $ - | $ 500,000.00 | $ 1,500.00 | | $ 500,000.00 | $ 2,000,000.00 | $ 2,500.00 | | $ 2,000,000.00 | $ 8,000,000.00 | $ 3,000.00 | | $ 8,000,000.00 | $ 25,000,000.00 | $ 5,000.00 | | $ 25,000,000.00 | and Higher | $ 7,500.00 |   LD’s for restrictions or closures should be based on user costs and can be added to those for inspection costs.  LD’s for IDIQ contracts should be $1,500 as per RSP 109-C-279 IDIQ Work Orders.  LD’s for TM work order type contracts should be the dollar amount stated in the special provisions. | | | |

|  |
| --- |
| Designer: |
| E-mail address: |
| Phone No.: |
|  |
| Construction Area Engineer: |
| E-mail address: |
| Phone No.: |
|  |
| For LPA projects |
| Employee in Responsible Charge (ERC): |
| E-mail address: |
| Phone No.: |
|  |
| It is recommended that tracings for the above noted project be accepted. The Final Tracings checklist has been reviewed and the required files uploaded into ERMS as noted.  Prepared by:       Date: |
| Comments: |