PROJECT MANUAL CHECKLIST (PROPOSAL AND PS&E)

The proposal package must include the following:

1. Yes ☐ No ☐ Plans (Include temporary traffic control plans, when applicable.)
2. Yes ☐ No ☐ Specifications (Use MPWSS or other approved specifications.)
3. Yes ☐ No ☐ Invitation to Bid.
4. Yes ☐ No ☐ Instructions to Bidders.
5. Yes ☐ No ☐ Disadvantaged Business Enterprises and Schedule of Participation by DBE (MDT will determine the establish Disadvantaged Business Enterprises percentage goal for this project). Use standard DBE forms located on the MDT website.
6. Yes ☐ No ☐ Quantity Sheets. (Show quantities, the unit price and total price columns on the Sheet.)
7. Yes ☐ No ☐ Schedule of Items.
8. Yes ☐ No ☐ Proposal (Bid Form). Use standard form located on the MDT website.
9. Yes ☐ No ☐ Bid Bond Form.
10. Yes ☐ No ☐ Agreement Form.
11. Yes ☐ No ☐ Acknowledgment of Receipt of Addendum.
12. Yes ☐ No ☐ Special Provisions (administrative and technical).
13. Yes ☐ No ☐ Prevailing Wage Rate/Minimum Wage Limitation.

    Reference labor compliance: Federal Davis Bacon Wage Rates must be included in the contract. Rates are subject to change weekly; therefore, obtain a copy of the most current rate from the Montana Department of Labor and Industry immediately prior to advertising the project.
14. Yes ☐ No ☐ Special provision EEO Affirmative Action requirements. Use standard form located on the MDT website.
15. Yes ☐ No ☐ Required Contract Provisions Federal-aid Construction Contracts.
16. Yes ☐ No ☐ FHWA 1273 Form.
17. Yes ☐ No ☐ Special Fuel User's Permit.

    After completing the preceding checklist, submit plans, specifications and cost estimates to the CTEP Section for review and comment. Upon completion of the final Project Manual (and drawings), submit the stamped, signed, and dated Manual and detailed estimate of construction costs to the CTEP Section for approval and authorization to bid with Contract Letting (Advertisement and Award).

Note: Allow MDT 30 calendar days for each review.

DO NOT PROCEED TO BID LETTING WITHOUT WRITTEN CONCURRENCE FROM MDT.

Preparer's Name	Title	Date
Local CTEP Program Administrator	Title	Date