

# Checklist for Bid Proposal

## Required Contract Documents

\_\_\_\_\_ **1) MISSOURI STANDARD SPECIFICATIONS FOR HIGHWAY CONSTRUCTION – 2004 Edition**

(Statement must indicate these standard specifications were used or referenced if entity does not want to write std. specs or does not have own approved std. specs)

If the Missouri Standard Specifications for Highway Construction - 2004 are followed, the following documents will **not** need to be included separately:

- **BUY AMERICA POLICY** - (Section 106.9)

- **TEMPORARY WATER POLLUTION** - (Section 806)

- **DIFFERING SITE CONDITIONS, SUSPENSIONS OF WORK AND SIGNIFICANT CHANGES IN THE CHARACTER OF WORK**  
(Section 109.4)

\_\_\_\_\_ **2) CONTRACT TIME FOR COMPLETION OF WORK - \_\_\_\_\_ Calendar/Working Days**

(Ensure that the contract time is defined by a number of calendar days or working days) (Dec. 15-Mar. 15 are not counted as working days - Section 108.7)

\_\_\_\_\_ **3) REQUIRED CONTRACT PROVISIONS FEDERAL-AID CONSTRUCTION CONTRACTS** - ("Required Federal Aid Provisions" - [FHWA 1273](#))

\_\_\_\_\_ **4) REQUIRED DOCUMENTS/INFORMATION FROM LPA MANUAL:**

- **NOTICE TO CONTRACTORS** - (LPA Manual Page 10-4) (Includes Title VI Civil Rights Assurances)

- **LIQUIDATED DAMAGES** - (LPA Manual Page 10-3) (Ensure daily damage rate stated exceeds minimums shown in table)

- **DISADVANTAGED BUSINESS ENTERPRISE CONTRACT PROVISIONS** - (LPA Manual Page 10-1) (DBE goal will be set by MoDOT)

- **ANTI-COLLUSION STATEMENT** - (LPA Manual Fig. 10-4)

- **WARRANTIES, GUARANTEES** - (not allowed unless permitted by conditions stated in LPA Manual Page 10-2)

- **GUIDELINES FOR OBTAINING ENVIRONMENTAL CLEARANCE FOR CONTRACTOR-FURNISHED BORROW SITES**  
(LPA Manual Fig. 10-2-1 through 10-2-3)

- **NO SECOND-TIER SUBCONTRACTING STATEMENT**

(LPA Manual Page 10-3) ("Second tier subcontracting will not be permitted on this project") (It will be the responsibility of the contractor to insure that his subcontractors do not, in turn, subcontract any portion of the work)

- **SUBCONTRACTOR CERTIFICATION REGARDING AFFIRMATIVE ACTION**

(LPA Manual Fig. 10-5)

\_\_\_\_\_ **5) SECTION 404 PERMIT & SECTION 401 WATER QUALITY CERT. FOR MINOR ROAD CROSSINGS**

(LPA Manual Page 4-14) - (Required for Stream Crossings Only - need written response for 404 Permit from U.S. Army Corps of Engineers and need written response for 401 Water Quality Cert. from Mo. Dept. of Natural Resources) (October 1990)

\_\_\_\_\_ **6) ITEMIZED BID FORM (The use of lump sum contracts will NOT be allowed)**

\_\_\_\_\_ **7) PREVAILING WAGE DETERMINATION** - (Most current Federal and State Wage Rates – [Federal Wage Rates](#) are on the MoDOT web page. Federal wage rates are not required when the project is on a local or rural minor collector, or otherwise off the federal aid system.)

\_\_\_\_\_ **8) NON-MODOT APPROVED CONTRACTOR ALLOWED STATEMENT** - (LPA Manual Page 10-3. For enhancement -type projects.)

\_\_\_\_\_ **9) RIGHT TO INSPECT WORK BY MoDOT and FHWA STATEMENT** - (LPA Manual Page 9-8 for details.)

\_\_\_\_\_ **10) UTILITY RELOCATIONS**

- **STATUS LETTER** – (LPA Manual Figure 3-2)

- **JOB SPECIAL PROVISIONS** – (Example May Be Referenced as Commonly Used Forms)

- **AGREEMENTS** - (Examples May Be Referenced as Commonly Used Forms)

\_\_\_\_\_ **11) APPROVAL LETTER FROM RAILROAD COMPANY**

**All sheets must be signed and sealed by professional engineer**

**Title sheet must have federal project number**

**Title sheet must have location map**

**Title sheet must have signature block for local official**