

Contract Review Checklist

Appendix B

CSJ: County/District:

Letting Mo/Yr: Seq No: Reviewer:

TxDOTCONNECT		
<ul style="list-style-type: none"> Project Functional Classification If project function classification is 6 or 7 verify the project is not federally funded or is bridge project. 	<input type="checkbox"/> N/A	<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Letting Tab: Contract Type of Work and Contract Limits Filled In 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Engineer's Estimate Tab: Project is in Division Control Verify With District If Bidder Pre-Qualification Flag Isn't Selected As Follows: <u>Unchecked</u> If Total Contract Letting Estimate More Than \$300k <u>Checked</u> If Total Contract Letting Estimate Less Than \$300k 	<input type="checkbox"/> N/A <input type="checkbox"/> N/A	<input type="checkbox"/> Ok <input type="checkbox"/> Ok
<ul style="list-style-type: none"> Sealing & Summary Tab: All CSJs Have Been Sealed & Estimates are >\$0 If ROW CSJ, Verify Estimate Has Items With Utility Cat. Of Work & Utility ID Proposal Run or DCIS S03 Shows "Contract Has Been Completely Sealed" 	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok <input type="checkbox"/> N/A <input type="checkbox"/> Ok
<ul style="list-style-type: none"> Resources Tab: CST Manager Information Filled In 		<input type="checkbox"/> Ok
Support Documents		
Certifications:		
<ul style="list-style-type: none"> Header Information Correct 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> ROW Acquisition 	<input type="checkbox"/> 000 SP	<input type="checkbox"/> Clear
<ul style="list-style-type: none"> ROW Encroachment 	<input type="checkbox"/> 000 SP	<input type="checkbox"/> Clear
<ul style="list-style-type: none"> Relocation Assistance 	<input type="checkbox"/> 000 SP	<input type="checkbox"/> Clear
<ul style="list-style-type: none"> Utility Adjustment 	<input type="checkbox"/> 000 SP	<input type="checkbox"/> Clear
<ul style="list-style-type: none"> Railroad Certification 	<input type="checkbox"/> 000 SP	<input type="checkbox"/> Clear
<ul style="list-style-type: none"> All Dates After Commission Meeting (The 1st of the Month Following the Letting Month) 	<input type="checkbox"/> Ok	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Signed and Dated 		<input type="checkbox"/> Ok
Schedule:		
<ul style="list-style-type: none"> Signed and Dated 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Start Date is 2-3 Months After Letting or SP Included 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Construction End Date 	Date: <input type="text"/>	
<ul style="list-style-type: none"> Months of Work in Schedule <input type="text"/> Months of Barricades in Est (502-6001) <input type="text"/> 		<input type="checkbox"/> All Match
Delayed start Provision		
Delay Start: Days <input type="text"/> Reason (GN, Item 8) <input type="text"/>		<input type="checkbox"/> Ok <input type="checkbox"/> N/A
Form 1002: Current Version (01/20)		
<ul style="list-style-type: none"> Project Information Correct (County, CSJ, Project No., Highway No.) 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Certifications Status Correct on Page 1 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> STIP Status (Approved & Matches TxDOTCONNECT for all CSJs) 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Environmental Status (Clear & Matches TXDOTCONNECT for all CSJs) 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Other Participation: i.e. AFA 	<input type="checkbox"/> Exec <input type="checkbox"/> Pend <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> Railroad Agreements/Notifications (If Needed, Verify Agreements With RRD) 	<input type="checkbox"/> Exec <input type="checkbox"/> Pend <input type="checkbox"/> N/A	
<ul style="list-style-type: none"> Other Agency Agreements, i.e. AFA 	<input type="checkbox"/> Exec <input type="checkbox"/> Pend <input type="checkbox"/> N/A	

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<ul style="list-style-type: none"> Working Days: 1002 <input type="text"/> Schedule <input type="text"/> TxC <input type="text"/> 	<input type="checkbox"/> A+B	<input type="checkbox"/> All Match
<ul style="list-style-type: none"> TDLR: If Required (Ped Elements>\$50k), verify RAS Note is Included on Title Sheet If Required (Ped Elements>\$50k), ask District Whether They Want to Include SP 000-025 If Ped Elements>\$0, verify Pedestrian/Bicycle Facilities Section in TxC is Filled In 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A
<ul style="list-style-type: none"> VE Study: If Applicable, Send Form 2502 and Form 1002 to VE_STUDY@txdot.gov 	<input type="checkbox"/> Ok	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Liquidated Damages: p.3 of 1002 is PM or 2R (Chap. 5), Form 2699 Not Required p.3 of 1002 is 3R (Chap. 4), 4R (Chap. 3), HSIP, or Bridge, Form 2699 Included If Yes, \$ Amount Matches 2699 and Item 8 GN If No, 2699 has <2 Checkmarks or Justification is Required 	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok
<ul style="list-style-type: none"> Pages 1 & 2 of 3: All Other Sections Filled In 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Page 3 of 3: Roadway Design Standard Matches TxDOTCONNECT Engineer's Estimate Tab Signed and Dated Design Exceptions: If Filled In & Roadway is Interstate, Request Paperwork From District 	<input type="checkbox"/> Ok	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> N/A
Form 2229 Significant Project Procedures: (Included in Submittal)		
		<input type="checkbox"/> Ok
Specifications (2014) https://www.txdot.gov/business/resources/txdot-specifications.html		
	<input type="checkbox"/> 100% State	<input type="checkbox"/> Federal
<ul style="list-style-type: none"> FED: FHWA-1273, 000-003, 000-004, 000-005, 000-006, 000-241, 000-394, 002-009 STATE: 000-008, 000-009 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> All Projects: Wage Rates, 000-002, 000-658, 000-659, 000-1019, 002-011, 002-013, 003-011, 003-013, 005-002, 005-003, 006-001, 006-012, 007-004, 007-008, 007-011, 008-030, 008-033, 009-010, 009-011 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> 007-010 (Or 007-009 if Within the City of Grapevine in Dallas, Denton or Tarrant Counties) 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> 000-395, 002-007, 6007, 6010, 6028, 6062, 6304: If Present, Send To ITS_Tech_Qual@txdot.gov 002-012 (Include Only With Railroad Work on Tracks) 003-005 (Include Only With SS6019, 6020, or 6021) 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A
<ul style="list-style-type: none"> SP 506-002 (Less Than 1 Acre Disturbed or Routine Maintenance) or 506-005 (All Other Projects) 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Verify All Special Provisions for Pay or Reference Items Are Present Using the Specifications Required Checklists: http://www.dot.state.tx.us/apps-cg/specs/chkfst_toc.asp?year=4&type=SP 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Verify All Special Provisions and Special Specifications Are Approved for Project Use 		<input type="checkbox"/> Ok
General Notes		
<ul style="list-style-type: none"> Header Information Correct (Recommend That Project Number Be Left Off) 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> General Section: Contractor Questions Note Present (With Working FTP hyperlink) 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> General or Item 2: If Pre-Bid Meeting Note Present, Verify Entry in TxC If Mandatory, Requires DES Division Director Approval 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok	<input type="checkbox"/> N/A <input type="checkbox"/> N/A
<ul style="list-style-type: none"> Item 5: Concrete Bridge Elements Note Present (If 420, 422, or 425 Bid Items) 	<input type="checkbox"/> Ok	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Item 7: Traffic Generator Note Present 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Item 8: If A+B, Max/Min Working Days and Road User Cost Present; Recommend Pre-Bid Meeting If District Insists No Min Working Days, Send To CST Via FPP Director RUC Calculations Are Included; If Not, Verify Road User Cost Calculator Was Used If A+B For Milestone and Not Entire Contract, GNs Specify # of Additional Days If Notes Included, Verify SPs are in Spec List: Incentives/Disincentives (008-006), Lane Rentals (008-045), Asphalt Season (008-005) 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A
<ul style="list-style-type: none"> Item 502: Safety Contingency Note Present 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Item 504: Field Office/Lab - If Note Present, Item 504 Must Be in Spec List 	<input type="checkbox"/> Ok	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Item 506: If No SW3P Summary Sheet in project, add SW3P note 	<input type="checkbox"/> Ok	<input type="checkbox"/> N/A

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Estimate		
<ul style="list-style-type: none"> Estimate Report: No Errors Lump Sum Items Have a Total Quantity of 1 All Valid Bid Codes (Check Void Bid Codes 300, 340, 342, 346, 347, 348) 		<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok
<ul style="list-style-type: none"> Force Accounts: Erosion Control Force Account (Required On All Projects) Safety Contingency Force Account (Required On All Projects) 		<input type="checkbox"/> Ok <input type="checkbox"/> Ok
<ul style="list-style-type: none"> Alternate Bid Items: Verify No Duplicate Items (Regular Group and Base/Alt Group) Verify Base and Alternate Are Within \$1 of Each Other 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok	<input type="checkbox"/> N/A <input type="checkbox"/> N/A
<ul style="list-style-type: none"> A+B Projects: SP 008-006 Included in Spec List 800 Bid Item Included in Estimate & Matches Max Days in General Notes DCIS P05 Screen Has User Cost Amt Filled In & Matches General Notes DCIS P05 Screen Shows ___* For Working Days 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A
<ul style="list-style-type: none"> Maintenance Items: 700 Items (Pothole Repair, Mowing, Litter Removal, Sweeping, Cleaning Existing Culverts, etc.) & 480-6001, 480-6002 (Clean Existing Culverts) Should Have Federally Non-Participating Checked in TxDOTCONNECT 	<input type="checkbox"/> Ok	<input type="checkbox"/> N/A
Plans: Plan Sheets Are Individual Files, Not Merged PDF		<input type="checkbox"/> Ok
Title Sheet:		
<input type="checkbox"/> Project No. <input type="checkbox"/> CSJ <input type="checkbox"/> County <input type="checkbox"/> Highway <input type="checkbox"/> Fed/State Spec Note <input type="checkbox"/> Railroad Crossings <input type="checkbox"/> Signatures <input type="checkbox"/> Copyright Included		
Plan Sheets:		
<ul style="list-style-type: none"> Index Sheet: Plan Sheet Title and Page Numbers Consistent With Title Block and File Name/Bookmark Standard Sheets Note Present Sealed, Signed, and Dated 		<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok
<ul style="list-style-type: none"> PE Seal, Signature, & Date Present on all Non-Standard Sheets, Standard Sheets Modified or With Project Specific Information, or District Standards From Other Districts 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Standard Sheets Are Most Recent Versions (http://www.dot.state.tx.us/business/standardplanfiles.htm) 		<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Have 2+ Options of Same Type: Barrier (Steel & Cable) Guardrail End Treatments Attenuators/Crash Cushions 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok	<input type="checkbox"/> N/A <input type="checkbox"/> N/A <input type="checkbox"/> N/A
<ul style="list-style-type: none"> Forward PED (MOD) Standards to DES Landscape For Review 	<input type="checkbox"/> Ok	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> Railroad Scope of Work & Requirements Sheets (Required if RR agreement/notification & dated 03/2020) 	<input type="checkbox"/> Ok	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> All Sheets Are the Same Size & Orientation 		<input type="checkbox"/> Ok

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Proposal:	Date Checked: <input type="text"/>
<ul style="list-style-type: none"> Title Page (Page 3): Matches TxDOTCONNECT (Project Number, Type of Work, Working Days, Proposal Guarantee) 	<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Bid Inserts (Proposal Sheet): No Duplicate Items Lump Sum Items Have a Total Quantity of 1 Total Quantity matches "ALL ITEMS" in Pre-Let Report 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok
<ul style="list-style-type: none"> Engineer Seal: Verify It Built Correctly 	<input type="checkbox"/> Ok
<ul style="list-style-type: none"> General Notes: Header Matches TxDOTCONNECT FTP Hyperlink Works Latest Version is Included 	<input type="checkbox"/> Ok <input type="checkbox"/> Ok <input type="checkbox"/> Ok
<ul style="list-style-type: none"> Specifications List: Verify Against Original Spec List and Review Comment Changes 	<input type="checkbox"/> Ok
<ul style="list-style-type: none"> DBE / SBE Goal <input type="text"/> % Date Set: <input type="text"/> 	Correct in Proposal <input type="checkbox"/> Ok
<ul style="list-style-type: none"> Wage Rates: Current version (01-07-2022) included 	<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Proposal Build is Complete (i.e. includes General Notes, Spec List and all SP and SS) 	<input type="checkbox"/> Ok
<ul style="list-style-type: none"> Proposal Built By District <input type="checkbox"/> Division* <input type="checkbox"/> 	Date Built: <input type="text"/>