

#### **DOCUMENTS REQUIRED BEFORE PROJECT WORK BEGINS:**

- Approved Sources, Waste Site, Staging Site
- Comprehensive or Commercial General Liability Insurance, Comprehensive Automobile Liability Insurance, Workman's Compensation Insurance (Reviewed and approved by consultant RE)
- Initial WH-5
- List of material suppliers.
- List of emergency telephone numbers for Contractor, Subcontractors, lower-tier subcontractors, Utility Companies
- Approved PPP
- Preconstruction Meeting Agenda and Minutes/Sign In Sheet
- Letter designating person(s) authorized to sign change orders and progress estimates, request for monthly estimate cut-off date, and designation of project superintendent.
- Letter designating company and project EEO officers for Contractor
- Documentation of Supervisors / Managers meetings, regarding EEO for Contractor
- PDF As bid CPM Schedule due at time of preconstruction conference.
- ITD Laboratory Certification.
- Approved MTR
- Approved Traffic Control Plans.
- Designation of person responsible for traffic control including ITD or ATSSA Certification and after hour contact info

#### **DOCUMENTS REQUIRED DURING PROGRESS OF WORK:**

- Materials Certifications and test results as required.
- ITD 2242 – Statement of Elapsed Time (Monthly).
- Revisions to Traffic Control Plans.
- Flagger Certifications
- ITD 0631 – Traffic Control Maintenance Hours.
- ITD-2884 "Request for Change" for each change order requested.
- ITD-400 for each change order.
- Provide certifications for all Testing Technicians.
- Photographs of project (Before, During, After)
- Daily Inspector Diaries – submitted on a weekly basis
- ITD-2434 – submitted monthly for each bridge

#### **DOCUMENTS REQUIRED FOR FINAL PAYMENT UPON COMPLETION OF PROJECT: (these documents should be in the closeout folder)**

- Approved MTR
- Memo from Consultant RE that all items on the MTR are accounted for (this takes place of the MSR)
- Initial WH-5
- Final 2242 (signed by the Contractor and Consultant RE)
- "As Built" CPM Schedule.
- "As Built" Plans
- Surety Company's letter of consent for release of any and all monies
- Final Acceptance letter from Local Jurisdiction
- Materials Cert Memo RE (signed by Consultant RE)
- Final Acceptance Letter to Contractor (signed by Consultant RE)