

Local Public Agency (LPA) Final PS&E Submittal Checklist

Project Name:								Date Received:	
Project Sponsor:									
Federal Project #:									
Item	Topic	Reference	LPA Responsibility	LPA Initial	Location within submittal (i.e. page number) to be filled out by MoDOT District Staff	MoDOT District Staff Responsibility	MoDOT District Initial		
Certification									
Certification	Certification	EPG 136.9.2.1 136.7.3	EPG	LPA to fill out and submit the LPA certification of PS&E Form (Fig 136.9.5) to certify that the PS&E meet all federal and state laws.			MoDOT - District - review for required items.		
Required Submittals (if applicable for the project)									
Supporting documentation to proposal	Section 106 Clearance	EPG 136.9.2.1 136.6	EPG	Section 106 - SHPO Clearance, if applicable.			MoDOT - District - review for required items.		
Proposal/Supporting Documentation	Section 404 Permits	EPG 136.9.2.1 136.6	EPG	404 COE Permit/401 Water Quality (if applicable)** <i>This should be included in the proposal.</i>			MoDOT - District - review for required items.		
Supporting documentation to proposal	USF&W/T&E	EPG 136.9.2.1 136.6	EPG	United States Fish & Wildlife (USF&W) Threatened & Endangered Species (T&E) Clearance, if applicable.			MoDOT - District - review for required items.		
Supporting documentation to proposal	MDC Heritage Review	EPG 136.9.2.1 136.6	EPG	Missouri Department of Conservation (MDC) Heritage Review, if applicable.			MoDOT - District - review for required items.		
Supporting documentation to proposal	100-year floodplain and regulatory floodway	EPG 136.9.2.1 CFR Parts 59-78 136.6	44 EPG	Flood Plain Development Permit, if applicable.			MoDOT - District - review for required items.		
Supporting documentation to proposal	Farmland Protection Policy Act	EPG 136.9.2.1 136.6	EPG	Farmland Conversion Impact Rating Form, if applicable.			MoDOT - District - review for required items.		
Supporting documentation to proposal	NEPA Classification	EPG 136.9.2.1 136.6	EPG	Include NEPA classification documentation			MoDOT - District - review for required items.		
Supporting documentation to proposal	Right of Way	EPG 136.9.2.2 136.8 635.309	EPG 23 CFR	Final Right of Way Certification			MoDOT - District - review for required items.		

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Supporting documentation to proposal	Utility	EPG 136.9.2.3 136.7.2.6 23 CFR 635.309	EPG Utility Relocation - Status Letter from Applicable Agencies, if applicable. Fig 136.9.6			MoDOT - District - review for required items.	
Supporting documentation to proposal	Railroad	EPG 136.9.2.4 136.7.2.5 23 CFR 635.309	EPG Approval letter from Railroad, if applicable.			MoDOT - District - review for required items.	
Supporting documentation to proposal	Bridge Submittals	EPG 136.9.2.5 136.7.2.2.7	EPG LPA to submit appropriate documents, see EPG for further guidance.			MoDOT - District - review for required items.	
Supporting documentation to proposal	Bridge Submittals	EPG 136.9.2.5 136.7.2.2.7	EPG Approval letter from Drainage District, if applicable. <i>(SE district bridge replacement only)</i>			MoDOT - District - review for required items.	
Supporting documentation to proposal	Public Interest Findings for Proprietary Items	EPG 136.9.2.6 136.7.2.8 EPG 136.9.4.1.2.7	EPG LPA to submit appropriate documents, see EPG for further guidance.			MoDOT - District - review for required items.	
Supporting documentation to proposal	Design Exceptions	EPG 136.9.2.7 136.7.2.7	EPG LPA to submit appropriate documents, see EPG for further guidance.			MoDOT - District - review for required items.	
Supporting documentation to proposal	Work by Local Forces	EPG 136.9.2.8 EPG 136.3.12	LPA to submit appropriate documents, see EPG for further guidance.			MoDOT - District - review for required items.	
Supporting documentation to proposal	ADA Certification	EPG 136.9.2.10 136.7.2.4	EPG Fig 136.9.12			MoDOT - District - review for required items.	
Supporting documentation to proposal	ADA Post Inspection Checklist	EPG 136.9.2.10 136.7.2.4	EPG Fig 136.9.4			MoDOT - District - review for required items.	
Plans							
Plans	Plan Requirements	EPG 136.9.3 136.7.2.1.6	EPG Title Sheet MUST have: Federal Project #, location map and local official(s) signatures.			MoDOT - District - review for required items.	
Plans	Professional Engineer Signature	EPG 136.9.3 136.7.2.1.6	EPG Title Sheet, all plan sheets and proposal MUST be signed by PE.			MoDOT - District - review for required items.	

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Plans	Traffic Control	EPG 136.7.2.1.4 MUTCD	The local agency shall develop and implement a Transportation Management Plan (TMP) in sustained consultation with all stakeholders for each project. The TMP shall conform to the guidelines set forth in Chapter 6 of the Manual on Uniform Traffic Control Devices (MUTCD).			MoDOT - District - review for required items.	
Bid Documents - Bid Proposal Required Provisions - See Federal Project Bid Proposal Boilerplate Fig 136.9.3							
Proposal	Checklist of Requirements for Contractor to be considered "responsive"	23 CFR 635.112(h)	Bid Proposal must clearly identify requirements which the bidder must assure in order to make the bid responsive.			MoDOT - District - review for required items.	
Proposal	Period of Performance (also known as Contract Time)	MoDOT Spec 108 136.9.4.1.1.1	EPG Proposal must include language indicating the allowed construction timeframe.			MoDOT - District - review for required items.	
Proposal	Liquidated Damages	EPG 136.9.4.1.1.2 23 CFR 635.127 MoDOT Spec 108.8	Bid Proposal must include liquidated damages rate table.			MoDOT - District - review for required items.	
Proposal	Bid Bond(Guaranty)	EPG 136.9.4.1.1.3 49 CFR 18.36 MoDOT Spec 102.9	Bid Proposal must include Bid Bond.			MoDOT - District - review for required items.	
Proposal	Affirmative Action - Equal Opportunity Employer (EEO)	MoDOT Spec 102.18.1 41 CFR 60 EPG 136.9.4.1.1.4	Bid Proposal must include EEO provisions. If using the Federal Project Bid Proposal Boilerplate, this is covered under Section (7) and there would be no need to submit this information separately.			MoDOT - District - review for required items.	
Proposal	Affirmative Action - Subcontractor Certification	EPG 136.9.4.1.1.4	Bid Proposal must include the affirmative action form Fig 136.9.2. If using the Federal Project Bid Proposal Boilerplate, this is covered under Section (7) and there would be no need to submit this information separately.			MoDOT - District - review for required items.	

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Proposal	Suspension and Debarment	23 CFR 635.112 49 CFR 29 EPG 136.9.4.1.1.5 MoDOT Spec 102.18.2	Bid Proposal must state contractors who are currently suspended, debarred or voluntarily excluded under 2 CFR part 180, or otherwise determined to be ineligible shall be prohibited from participating in the Federal-Aid Highway Program. If using the Federal Project Bid Proposal Boilerplate, this is covered under Section (7) and there would be no need to re-state this elsewhere in the bid proposal.			MoDOT - District - review for required items.	
Proposal	Anti-Collusion	EPG 136.9.4.1.1.6 23 CFR 635.112(f) MoDOT Spec 102.18.3	Bid Proposal must include anti-collusion statement and form. If using the Federal Project Bid Proposal Boilerplate, this is covered under Section (7) and there would be no need to submit this information separately or re-state is elsewhere in the bid proposal.			MoDOT - District - review for required items.	
Proposal	Lobby Certification	MoDOT Spec 102.18.4 49 CFR 20 EPG 136.9.4.1.1.7	Submit Certification in Bid Documents. If using the Federal Project Bid Proposal Boilerplate, this is covered under Section (7) and there would be no need to submit this information separately.			MoDOT - District - review for required items.	
Proposal	Civil Rights	EPG 136.9.4.1.1.8 23 CFR 635.112(d)	Bid Proposal must include Title VI Civil Rights Assurances			MoDOT - District - review for required items.	
Proposal	Right to Inspect Work	EPG 136.9.4.1.1.9 MoDOT Spec 105.10	The project Job Special Provisions or drawings shall stipulate that MoDOT and FHWA may make inspections of the work and that the contractor shall grant them access to all parts of the work.			MoDOT - District - review for required items.	

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Proposal	Inspection	EPG 136.9.4.1.1.9	Bid Proposal must state that all technicians who perform, or are required by the FHWA to witness, such sampling and testing shall be deemed as qualified by virtue of successfully completing the requirements of EPG 106.18 Technician Certification Program, for that specific technical area.			MoDOT - District - review for required items.	
Proposal	Federal/State Wage Rates	EPG 136.9.4.1.1.10 RsMO 290.263	When state and federal wage rates are both required the higher of the two for each job classification should be used.			MoDOT - District - review for required items.	
Proposal	State Wage Rates	EPG 136.9.4.1.1.10 8 CSR 30-3	The local agency must request an Annual State Wage Determination for each contract from the Industrial Commission, Missouri Department of Labor and Industrial Relations (DOLIR), Box 449, Jefferson City, Missouri 65102 or by calling (573) 751-3403.			MoDOT - District - review for required items.	
Proposal	Prevailing Minimum Wage (Davis-Bacon)	EPG 136.9.4.1.1.10 23 USC 113 CFR 5 29	Bid Proposal must include Federal Davis-Bacon prevailing wage rate determinations on all federal contracts except when the project is located off the federal-aid highway system. Local projects that are located on roadways classified as local roads or rural minor collectors are exempt from the Federal Wage Rate requirement. However, other federal-aid provisions still apply.			MoDOT - District - review for required items.	
Proposal	E-Verify	RsMO 285.530 EPG 136.9.4.1.1.11	Bid Proposal must note requirements regarding Federal Work Authorization Program and list Federal website for E-Verify. Supporting documentation must include Affidavit for compliance & MOU.			MoDOT - District - review for required items.	
Proposal	OSHA Training	RsMO 292.675 EPG 136.9.4.1.1.12	OSHA Training Requirements are stated in proposal.			MoDOT - District - review for required items.	

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Proposal	Buy America	MoDOT Spec 106.9 49 USC 501 23 CFR 635.410 EPG 136.9.4.1.1.13	Bid Proposal must include Buy America provisions.			MoDOT - District - review for required items.	
Proposal	Contractor Requirements	EPG 136.9.4.1.1.14 MoDOT Spec 102.2	Bid Proposal must stipulate that the prime contractor must have a fully responsive contractor questionnaire on file with the Missouri Highways and Transportation Commission (MHTC) at least seven (7) days prior to the bid opening date if this project involves roadway or bridge work. The following sentence could be inserted into the contract that would allow contractors not on the listing to submit a bid for the project. "Sec 102.2 of the Missouri Standard Specifications for Highway Construction will be waived for this project." This statement should only be used on proposed improvements that do not contain roadway or bridge construction (i.e., landscaping, sidewalks, bicycle path, etc.). If this waiver is not inserted in the contract and the bidder is not on MoDOT's listing, the bidder cannot be awarded the project.			MoDOT - District - review for required items.	
Proposal	Contractor Requirements	EPG 136.9.4.1.1.14 23 CFR 635.116	The bid proposal must stipulate that the prime contractor on a project must perform with its own organization, contract work amounting to not less than 30% of the total original contract price.			MoDOT - District - review for required items.	
Proposal	Subcontracting	EPG 136.9.4.1.1.14 23 CFR 635.116 MoDOT Spec 108.1	The bid proposal must stipulate that second-tier subcontracting will not be permitted on the project.			MoDOT - District - review for required items.	
Proposal	DBE Provisions	EPG 136.9.4.1.1.15 49 CFR 26 MoDOT Spec 102.17	Bid Proposal must include the DBE provisions Fig 136.9.8			MoDOT - District - review for required items.	

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Proposal	DBE Forms	EPG 136.9.4.1.1.15	Bid Proposal must include current version of DBE Forms Fig 136.9.9			MoDOT - District - review for required items.	
Proposal	On the Job Training (OJT)	23 CFR 230 EPG 136.9.4.1.1.16 MoDOT Spec 102.17	Bid Proposal must include the OJT Training Special Provision (TSP) only when a goal has been established.			MoDOT - District - review for required items.	
Proposal	Addenda	EPG 136.9.4.1.1.17 23 CFR 635.112	Bid Proposal must include instructions on acknowledgement of addenda.			MoDOT - District - review for required items.	
Proposal	Bid Award	EPG 136.9.4.1.1.19 23 CFR 635.114(a) MoDOT Spec 103.2.1	Bid Proposal must state the the bid will be awarded to the "lowest, responsive, responsible bidder".			MoDOT - District - review for required items.	
Proposal	Bid Form	EPG 136.9.4.1.1.20	The bid proposal will also need to include an itemized listing of all pay items included in the project, quantities of each individual pay item and blanks for the contractor to submit a unit price (and extension) for each pay item. (No Lump Sum Contracts)			MoDOT - District - review for required items.	
Proposal	FHWA Form 1273	EPG 136.9.4.1.1.21 23 CFR 633	Bid Proposal must include FHWA 1273 Contract Provisions Fig 136.9.7			MoDOT - District - review for required items.	
Proposal	Changed Conditions Clauses	EPG 136.9.4.1.1.22	Standardized changed condition clauses are required to be included in all contracts. The Missouri Standard Specifications and the <i>Standard Specifications for Public Works Construction (Green Book)</i> contain standard changed condition clauses. If a LPA chooses to use a different standard specifications book other than MoDOT's, the federal regulations shall still apply.			MoDOT - District - review for required items.	
Proposal	Differing Site Conditions Clauses	EPG 136.9.4.1.1.22.1	Required if Changed Condition Clauses are required.			MoDOT - District - review for required items.	

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Proposal	Suspension of Work Ordered by the Engineer	EPG 136.9.4.1.1.22.2	Required if Changed Condition Clauses are required.			MoDOT - District - review for required items.	
Proposal	Material Changes in the Scope of Work	EPG 136.9.4.1.1.22.3	Required if Changed Condition Clauses are required.			MoDOT - District - review for required items.	
Bid Documents - Bid Proposal Restricted Provisions							
Proposal	Retainage	RsMO 34.057 MoDOT Spec 109.9 EPG 136.9.4.1.2.1	Retainage of contractor payment is not to be automatically applied to projects as a matter of course. However, the PS&E should clearly state that in accordance with the Missouri Prompt Pay Act (34.057 RSMo), the owner may withhold payment for any of the reasons outlined in RsMO 34.057, or as determined by the engineer.			MoDOT - District - review for required items.	
Proposal	Contractor Warranty	EPG 136.9.4.1.2.2 23 CFR 635.413	No contractor guarantee's/warranties allowed			MoDOT - District - review for required items.	
Proposal	Professional Licensure, Certification, Business Licensure and Work Permits	EPG 136.9.4.1.2.3	Permitting and licensing criteria that unduly restrict or limit any firm's ability to bid on and receive award of federal-aid projects will not be approved. All permitting and licensing must be approved by MoDOT.			MoDOT - District - review for required items.	
Proposal	Bidder Qualification Language	EPG 136.9.4.1.2.4	All qualifications must be completed PRIOR to bid opening. The bidder qualification language can reside in the bid proposal as long as the bidders are informed PRIOR to bid opening in the notice to contractors. In short, the pre-qualification language can be in both the notice/advertisement and the bid proposal but the language is required to be in the notice and is optional for the bid proposal.			MoDOT - District - review for required items.	

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Proposal	Project Labor Agreements	EPG 136.9.4.1.2.5	Essentially, executive agencies may not require or prohibit contractors to enter into PLAs. Agencies also may not discriminate against contractors based on PLAs. In addition, despite the limits on executive agencies, contractors are not barred from freely agreeing to PLAs.			MoDOT - District - review for required items.	
Proposal	Local Preferences	EPG 136.9.4.1.2.6	On all federally funded construction projects, materials produced within the state or local area shall not be favored over comparable materials produced outside of the state or local area.			MoDOT - District - review for required items.	
Proposal	Proprietary Items	EPG 136.9.4.1.2.7 23 CFR 635.411 EPG 136.7.2.8	Generally, on federal aid projects, the use of trade names in plans and specifications is not allowed except as outlined in EPG 136.7.2.8.			MoDOT - District - review for required items.	
Proposal	Signing Restrictions	EPG 136.9.4.1.2.8	The contract shall not include promotional or other informational signs regarding such matters as identification of public officials, contractors, organizational affiliations, and related logos and symbols.			MoDOT - District - review for required items.	
Proposal	Employ Missouri	RsMO 290.570 EPG 136.9.4.1.2.9	This can <u>only</u> be used on State funds not on federally funded projects. Provision stating that when unemployment is > 5% they must employ Missouri citizens.			MoDOT - District - review for required items.	
Specifications							
Specifications	Spec Requirements	EPG 136.9.4.2 EPG 136.7.3	When referencing Missouri Standard Specifications for Highway Construction - Current Edition, MUST be specific on the edition date.			MoDOT - District - review for required items.	

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Specifications	Spec Requirements	EPG 136.9.4.2 EPG 136.7.3	The specification used shall be referenced on both the drawings and the specifications package as the basic standard for materials and construction - except as modified or superseded by job special provisions or other specifications included in the specifications package.			MoDOT - District - review for required items.	
Specifications	Job/Technical Specifications	EPG 136.9.4.2 EPG 136.7.3.1	All identified JSP's must be included in the bid proposal.			MoDOT - District - review for required items.	
Required JSP's	Traffic Control	EPG 136.7.3.1.2.1.1	If a project contains traffic control, a Traffic Control JSP is required			MoDOT - District - review for required items.	
Required JSP's	Contractor Furnished Borrow	EPG 136.7.3.1.2.1.2	If the specifications call for contractor-furnished borrow, the bid proposal must include the Guidelines for Obtaining Environmental Clearance JSP.			MoDOT - District - review for required items.	
Required JSP's	ADA	EPG 136.7.3.1.2.1.3	If a project contains any items with ADA components, the ADA JSP is required .		MoDOT - District - review for required items.	MoDOT - District - review for required items.	
Required JSP's	Lump Sum Items	EPG 136.7.3.1.2.1.4	If there are lump sum items in the contract, a JSP for each Lump Sum item is required.			MoDOT - District - review for required items.	
Required JSP's	Utility Relocation	EPG 136.7.3.1.2.1.5	If a project contains any utility relocations and/or adjustments, a Utility JSP is required.			MoDOT - District - review for required items.	
Required JSP's	Right of Way Clearance	EPG 136.7.3.1.2.1.6	If right of way is not cleared prior to bid opening, a JSP is required and must explain how this right of way clearance will affect the contractor and when the right of way is expected to be cleared.			MoDOT - District - review for required items.	

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Required JSP's	Railroad	EPG 136.7.3.1.2.1.7	If there is a railroad agreement associated with the project and there are issues that the contractor needs to be aware of a JSP is required. If a railroad flagger is required for the project, a JSP is required and it must indicated who is responsible for funding the flagging operation.			MoDOT - District - review for required items.	
Required JSP's	Bridge Material Inspection/Acceptance	EPG 136.7.3.1.2.1.8	The LPA has the option as to whether or not they intend to do inspection at a fabrication shop during the manufacture of fabricated bridge elements being supplied for the job. When the LPA decides not to inspect at the fabrication shop, the following specifications regarding acceptance of fabricated structural members shall be included (when appropriate) as job special provisions .			MoDOT - District - review for required items.	
Required JSP's	Alternate Bidding	EPG 136.7.3.1.2.1.9	If a project contains any alternate or optional bidding, a JSP is required			MoDOT - District - review for required items.	
Standard Plans							
Required Documentation	Standard Plans	EPG 136.9.4.3 EPG 136.7.3.2	The bid proposal must clearly indicate that standard plans which are in effect. In addition, if more than one is referenced, the order of precedence must be stipulated.			MoDOT - District - review for required items.	

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Estimate							
Estimate	Engineer's Estimate	EPG 136.9.5 136.7.4	EPG An engineer's estimate, showing estimated quantities, unit prices and extended totals shall be submitted to MoDOT with the detailed plans. Subtotals shall be shown for roadway items, bridge, signing/striping/signals, landscaping/streetscaping, utilities (reimbursable with federal participation) and bicycle/pedestrian facilities . The engineer's estimate should be treated as a confidential document. Any knowledge of the estimate may cause unbalanced bids or provide a contractor who has knowledge of the engineer's estimate an advantage.			MoDOT - District - review for required items.	