

**Submit the completed Checklist with each DCPME Review**

The following will be needed, in accordance with the Specifications Training and Procedures, PPM.

- Plans** in pdf (if it goes with project, all of the plans that are associated with it)
- Latest Transport (**without costs**) (For Lump Sum Projects and Pay Item Projects)

**Tech Specs / Developmental Specs / Modified Special Provisions (if applicable)**

- Tech Specs (if applicable)
  - o Any (approvals)
- Modified Special Provisions (if applicable)
  - o Approval version from Tally Specs Office for use.
- Developmental Specs (if applicable)
  - o Approval version from Tally Specs Office for use.

**Approval Documents (if applicable)**

- DDE** (need this per PPM if aerals were used in the plans)
- Traffic Operations Engineer** (need if SP0071101-Tolls special provision is used)
- Chief Engineer** (several special provisions require this approval)
- Program Management Office** (if BDI project, then approval from this office is needed)
- Proprietary Product Approvals** (Per procedure, if proprietary products are used, Approval must be granted)

**Specs (all submittals)**

- Spec Package in pdf
- Workbook in pdf

**Contract File (all submittals)**

- Permit Clear Memo (This is needed to see if a Specs is required)
- Utility Certification (This is needed to see which Specs is required)
- Right of Way Certification (This is needed to see if a Specs is required)
- Railroad Clear Memo (This is needed to see if a Specs is required)
- Contract Time Memo (This is needed to see if any Specs are needed)

**UWHC Projects (goes with) (Phase 56 Plans and Tech Specs) (if applicable)**

- UWHC Agreement** (if there are Phase 56 Plans / Specs) (This is needed when reviewing the TSP's for UWHC, per Specs Handbook / Procedure)
- For UWHC, will need to know if it is **reimbursable or non-reimbursable**, per Spec Procedure, this will determine if Products can be listed or not.
- Technical Special Provisions** (if UWHC, then TSP's will be required)

**Florida Gas and Transmission (if applicable)**

- Encroachment Agreement (this will be needed to determine which special provision to use.)