Guidelines
Goes with Project Checklist For
FPID: _____

Check Off Where Completed

Reviews:

_____ Recommend all reviewers be aware of all goes with projects to ensure that coordination with other goes with project reviews is consistent. Ie: General Notes, MOT, Pay Item Notes and any other misc. notes.
NOTE: To assist in the review, recommend requesting a current edition of plans from the other goes with projects.

Before Pre Spec Meeting:

_____ Determine the Lead Project (early on) – recommend that Lead PM pull the following together.
_____ Lead Project Manager will need to develop and coordinate with appropriate PM's, District Estimates, Specs, Construction, CADD, Quality Assurance Office.
_____ All notes on all sheets including: General and Pay Item Notes need to be coordinated and communicated with ALL PM's, EOR's and District Construction BEFORE Pre Spec Meeting.
_ EOR's needs to make sure that the Key Sheets have the "to be let with" note. PM needs to verify.
_____ How will the Spec Package be coordinated? The Lead EOR will select all the specs that pertain to their project, and then the goes with EOR(s) will incorporate any additional specs that will pertain to their project. NO specs will be deleted only added to the Lead projects workbook. Coordination and communication at this point is "key" between the firms. When all is agreed upon, this is when the spec package would be generated. The lead EOR will be responsible for coordination and insuring consistency of workbook and spec package.
_____ Make sure all previous review comments have been taken care of BEFORE Pre Spec Meeting. (Summary of Pay Items needs to be strung and in the Production Submittal, the Proposal Summary of Pay Items will be available 1 week prior to mail date.)
_ Determine how the Plans Specs (Subset) CD's are coordinated with the Lead Project.
_____ Coordination of Signing and Sealing the files (for Submittals)
_____ All of the following SHOULD be complete BEFORE the Pre-Spec Meeting: Complete contract file.

Pre Spec Meeting:

_____ Set up Pre-Spec Meeting, WITHIN 1 month PRIOR to the Production Date, invite ALL PM's involved, the EOR's Construction, Estimates, Specs, CADD
_____ The lead project PM needs to know when ALL the Plans Specs (subset) CD's have been completed by all the goes with firms.
_____ The lead project PM and EOR will come up with a due date as to when the deliverables are to be received. (This date is PRIOR to the date set at the Pre Spec Meeting for Production Submittals and Final Submittals)
_____ The Spec Package / Workbook needs to be coordinated ahead of time, so they can incorporate into the Project CD.
_____ Have the consultants view the ECSO website for Strung Project.

Production

_____ Production CD's: 2 CD's with combined projects with CADD/Plans/Specs. All the PS will be signed and sealed.
_____ All PM's are responsible for ERROR FREE deliveries at Production and Final Mail.
_____ Contract file for a Utility Work by Highway Contractor (Phase 56) does not need to be submitted.
_____ Goes with Contract Files need to follow what is indicated in the Production to Letting Internet Link:
http://www.dot.state.fl.us/projectmanagementoffice/Districts/D5/production_to_letting.shtm