

PROJECT MANAGER'S CHECKLIST

SPEC PHASE (Production thru Mail Date) Revisions are AFTER Plans to Tallahassee Date

CONTRACT FILE: (Project Manager submits via email to D5 Spec Phase (mention in the email that the Production submittal has been posted to the server for review)

NOTE: For Utility by Highway Contractor (Phase 56) goes with projects NO contract file is submitted

- ___ Transmittal of Plans Set memo (in Word Format)
- ___ Contract File Index with attachments (all as one pdf file):
- ___ Calendar Day Recommendation
(only send the one from District Construction and don't include the calculation sheet)
- ___ Preliminary Engineering Certification (FA Only)(Any Goes/W Projects where Lead is FA)
- ___ Utility Certification
- ___ Status of Environmental Certification (FA Only)(Any Goes/W Projects where Lead is FA)
- ___ Permit Transmittal Memo
- ___ Certificate for Construction
- ___ Railroad Certification
- ___ R/W Certification (in pdf format)
- ___ ITS Certification (in pdf format)

Consultant / PM submits Production Submittal to fta/ftp: (All items on date set at Pre Spec Meeting)

- ___ **Project delivery transmitted** via fta/ftp or CD if the PM or Consultant desires.
- ___ Digitally Signed Spec Book and Plans (FOR ALL)
- ___ **Project Manager:** After you get the email from the Consultant of the Production Submittal, save the .zip and .pdf files from the FTA email or FTP site to the H: drive. The folder structure would be as follows:

**H:\StaticData\Specs Submittals\ Department Name \11 digit FPID
(123456-1-52-01) \Project, Subset, Documentation/ProjectFPID.zip,
SubsetFPID.zip, Documentation.pdf.**

(If Applicable) PM or EOR Transmit Electronically in PDF to Specs Office (Only)

CHANGE MEMO: (After Spec Phase & Prior to mail date, all items delivered to the Spec office) Change Memo:

Indicate changed trns*port / pay item notes IF there are any changes, transmit the changed trns*port / pay item notes electronically, email in pdf format to D5-Spec Phase.

August 19, 2015

FINAL SUBMITTAL: (Date set in Pre Spec Meeting): EOR: ALL DELIVERIES ARE TO MADE TO THE PROJECT MANAGER and THEN all of the following information to be delivered to the Specs Office)

- ___ Two labeled authenticated Project CD's (following CADD Handbook Criteria)

REVISIONS: (After project has been accepted by Tallahassee – PM to coordinate with Specs Office Only)

The Revision Memo is given to the Spec Office/PM transmitted electronically along with any pdf of the changed sheets. The Project Manager will obtain necessary signatures, and return Revision Memo to Specs Office. Then if any Pay Items are affected, will forward on to the Estimates Office, where they will regain control of pay items. If an oversight project, a FHWA signature is required, the Project Manager will obtain.

_____ The revised plan sheets electronically in **PDF** with revision memo before delivery.

_____ **Two labeled Projects CD's (following CADD Handbook Criteria)** with Spec Package(if supplemental) and Plans (If Plans Revision) or both if applicable and CADD folder.

August 19, 2015