

Check list for Re-let Projects

After the Email from Production Management Office has been sent out letting everyone know the project has been re-let do the following:

___ PM to get new Trns*prt Proposal Number from District Estimates, so **new** Proposal Summary of Pay Items can be incorporated into the plans.

___ EOR needs to produce a new Lead Key sheet that has the note: **Plans are completely revised (Date)**
*The date is the date the note is added.

___ EOR needs to check to see, if the new letting month affects any Governing Standards Notes (refer to PPM)/ Fiscal Year. If it does affect the note(s), then it could affect the other key sheets as well.

___ If there are any changes from what was previously submitted, those files will need to be resigned and sealed. **(THEY ARE NOT REVISIONS)**

___ EOR needs to resubmit a new specifications package with the word **Reissued** added to the left of the date on the first page of the spec package (IF within the same Effective Letting date and year as previously submitted). The date on the front of the spec package will need to be current as well.
NOTE: any mandatory's that came out since the project was previously transmitted needs to be looked into.

___ If the new letting month and year affects the Effective Letting date of the workbook, then a completely new spec package will have to be rerun as **"reissued"**. The Spec Office will delete the previous one, so a new package can be done.

___ The Specs Office will need to review the updated spec package before it is incorporated into the Project CD.

- ___ A **new** contract file will need to be resubmitted by the PM via email (in the same format as it was previously done), with the **new** Proposal number and any other modifications.

- ___ A **new** transmittal memo will need to be resubmitted by the PM via email with the **new** Proposal number and the **new** letting month and year.

- ___ New CD's will have to be resubmitted (these will be whole new resubmittals that have all the current updated files) **(Add Re-Let on the CD label)**