

# PRE-LETTING CHECK LIST

- Field Check Plans

- “**R/W Survey Monument**”: Verify the quantity with the District Surveyor and convey that quantity to the designer to be shown on the plans. Remove from the plans if not needed.
- “**Benchmark Monument (Concrete Cylinder)**”: Verify with the District Surveyor if it is needed. If yes, convey that quantity to the designer to be shown on the plans.
- Review all bid items with the details and type of works shown on the plans for conformity and discuss any concerns with the designer.
- Discuss any local issues that affect the design and construction.

- Office Check/Final Plans & Bidding Proposal

- Compare the plans with the field check set to verify that all comments/questions have been addressed.
- Check quantities of various items i.e. earthwork balances and compactions, pipe lengths, rebar/steel, etc.
  - Action: Immediately notify the designer and Bureau of Const. & Maint of any mistakes.
- Compare the **bid items** on the plans with the bidding proposal. An advance copy of the proposal is available on KDOT web site.
  - Action: Immediately notify the designer and Bureau of Const. & Maint of any mistakes or necessary corrections.
- Review the **special provision list** in the bidding proposal.
  - Action: Immediately notify the Bureau of Const. & Maint of any mistakes or necessary corrections.
- Review the **Status of Utilities** in the bidding proposal and verify the information.
  - Action: If necessary, provide an updated list to Bureau of Const. & Maint.

- Verify that all available reports on geotech, geology, bridge investigation etc. are on KDOT web site.
  - Action: Immediately notify the designer to place the missing reports on KDOT web site.

- 402 Preparation & Bidding Proposal

- Traffic Control “**Summary of Devices & Recapitulation of Quantities**” (TE795)
  - Always complete the **Summary Tables** for all required devices **even if** the “**Traffic Control**” is being paid as “**Lump Sum**”.
  - Do **not** complete the quantities for bid items on the **Recapitulation Table** that have units of “**Each per Day (EADA)**”. Bureau of Const. & Maint. will complete these.
- Pavement Marking**
  - Always complete the **Summary Tables** for lines and symbols and fill out the “Location” column.
  - Always complete the **Recapitulation Table** for lines and symbols.
- Use the appropriate “**Typical Section**” details.
- Compare the **bid items** from the submitted 402 with the bidding proposal. An advance copy of the proposal is available on KDOT web site.
  - Action: Immediately notify the Bureau of Const. & Maint of any mistakes or necessary corrections.
- Review the **special provision list** in the bidding proposal.
  - Action: Immediately notify the Bureau of Const. & Maint of any mistakes or necessary corrections.