

## **MATERIAL REQUIRED TO HOLD AN OEC MEETING**

Cover letter with meeting date, proposed letting date and this form (limit attendees)

Plans-100% complete

- Final quantities
- Special details (note sheet list updated only)
- Title Sheet to be signed by Project Manager and Delivery Engineer
- Title Sheet stamped by Consultant firm if applicable

Proposal-100% complete

- Maintaining traffic special provisions and standard Maintaining Traffic Typical
- All coordination clauses
- All permits
- All Traffic & Safety checklists for special provisions (copies of the checklist only)
- All frequently used special provisions (copies of the checklist only)
- All frequently used supplemental specifications (copies of the checklist only)
- All unique special provisions (approved by Construction)
- All notices to bidder (Unique NTB and Frequently Used NTB)
- Utility relocation status report

Others (all)

- Transport estimate (Cost Summary by Proposal only)
- Draft Progress Clause (Final progress clause to be supplied by the Region/TSC Delivery Engineer at the Meeting)
- Environmental Clearance (e.g. Form 1775, FONSI, ROD with green sheets)
- Site contamination results (ISA for all projects. If projects have earth excavation or underground construction work within the contaminated site areas, then submit the PSA summary results and reflect those results on the plans.)
- Safety Review. If Design Exceptions, then need Crash Analysis.
- Copy of Plan Review letter
- Certification & Acceptance form (filled out except FHWA portion as applicable)
- Road Cost Estimating Checklist

Others (If applicable)

- All RR special provisions and insurance clauses
- All Traffic & Safety permanent signing typicals (copies of the checklist Index E)
- Design Exceptions completed and signed
- Local agreements
- Bridge Lump Sum Worksheet
- Public findings completed for force account, proprietary, and public provided materials. This also includes work plans for experimental products.
- Innovative contracting work plans, if applicable (e.g. No Excuse Bonuses and Design/Build, which are less than \$25.0 million)
- 20 year capacity analysis on 4R work

- Incentive /Disincentive specification(s) (e.g. Lane Rental, A+B etc), if applicable, and user delay costs completed
- Warranties: Performance or Materials & workmanship
- On approved STIP and within 25% of programmed cost
- Value Engineering on NHS > \$25 million, completed, and a letter summarizing all recommendations incorporated into the project
- Copy of FHWA's letter approving the Access Justification for interstate modifications, if applicable
- Copy of MDOT's letter confirming ITS consistent with regional architecture for new ITS installations only. Not required for maintenance and rehabilitation ITS work.
- Critical path network (if required)
- ROW Certification