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.