**Submittal Letters to MaineDOT:**

**State Funded Project**

***Note:***

***Documents are current as of January 2022***

***INSTRUCTIONS:*** *This must be submitted on letterhead with all requested documentation.*

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Request for Reimbursement,**       **Project**

WIN      ; Contract #:

Dear      :

The Municipality of       requests reimbursement of MaineDOT’s share of costs incurred for       work on the locally administered       project, for the service period of       to      , in accordance with the executed project agreement with MaineDOT.

Total costs for the period are      . MaineDOT’s      % share is $     , and payment of this amount is requested within 30 days of acceptance of this invoice. Project costs during the period include a local share of      %, or $     .

I have also enclosed the following as backup documentation:

* A completed project costs worksheet with expenditures for the service period and to date;
* A progress report describing the work performed during the service period; and
* Copies of invoices received and checks issued.

*By signing this request for reimbursement, I certify to the best of my knowledge and belief that the information contained herein is true, complete, and accurate.*

Sincerely,

     , Local Project Administrator

***INSTRUCTIONS****: This must be submitted on letterhead to MaineDOT.*

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Public Process Certification,**       **Project**

WIN

Dear      :

The Municipality of       certifies that a public process was carried out for the subject project, satisfying a preconstruction requirement in the executed project agreement with MaineDOT.

DESCRIBE ANY PUBLIC OPPOSITION HERE, IF APPLICABLE.

I have attached for your information the following:

* A copy of the notification that was sent to abutters by registered mail;
* A copy of the meeting notice;
* Sign-in sheet; and
* Meeting minutes.

Sincerely,

     , Local Project Administrator

***INSTRUCTIONS****: This must be submitted on letterhead with the final PS&E package.*

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Environmental Certification,**       **Project**

WIN

Dear      :

***If permits were required, use this paragraph:***

The Municipality of       certifies that it has obtained all permits necessary to carry out the subject project, satisfying one of the preconstruction requirements in the executed project agreement with MaineDOT. Attached are copies of the permits.

***If NO permits were required, use this paragraph:***

The Municipalilty of       certifies that no permits were needed for the subject project. This certification satisfies one of the preconstruction requirements in the executed project agreement with MaineDOT. ***NOTE:*** *If no permits were required, please briefly explain.*

Sincerely,

     , Local Project Administrator

***INSTRUCTIONS****: This must be submitted on letterhead with the PS&E package*

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Utility Certification,       Project**

WIN

Dear      :

The Municipality of       certifies that all utility/railroad work required to carry out the subject project has been identified and coordinated with the respective parties, satisfying a preconstruction requirement in the executed project agreement with MaineDOT.

The primary contacts involved in the coordination of this project are as follows:

**Utility/Railroad Contact Name Telephone #**

If you need more information about the coordination process, please let me know.

Sincerely,

     , Local Project Administrator

***INSTRUCTIONS****: This must be submitted on letterhead with the final PS&E package.*

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Right-of-Way Certification,       Project**

WIN

Dear      :

The Municipality of       certifies that it that it has legal and physical possession of all right-of-way needed for the project, satisfying one of the preconstruction requirements in the executed Project Agreement with MaineDOT.

The Municipality either holds title to all of the property needed to carry out the subject project or has obtained the right to occupy and use all of the necessary property. All information about the right-of-way process can be made available to you at your request. If you need additional information, please let me know.

Sincerely,

     , Local Project Administrator

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Construction Authorization Request, Federal Project**

WIN

Dear      :

Attached for your review, comment and approval are the final plans, specifications and estimate (PS&E) for       in the Municipality of      .

Also attached are the following certifications:

* Communication 10 (public process);
* Communication 12 (environment);
* Communication 13 (utilities); and
* Communication 14 (right of way).

The Municipality hopes to advertise for construction services on      , but we understand that we cannot put the project out to bid without MaineDOT’s written approval. We further acknowledge that construction authorization will be contingent upon the Municipality addressing to MaineDOT’s satisfaction any final comments on the PS&E package.

Sincerely,

     , Local Project Administrator

Enclosure: Draft PS&E package

***INSTRUCTIONS****: This must be submitted on letterhead with the bid tabulations.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Request to Award Construction Contract, Federal Project**

WIN

Dear      :

Attached for your review are the bid tabulations and engineer’s estimate for       in the Municipality of      .       is the apparent successful bidder. We request authorization to award the project to that contractor.

In making this request, we acknowledge that we cannot send out the Notice of Intent to Award without written authorization from MaineDOT.

If you need additional information, please let me know.

Sincerely,

     , Local Project Administrator

Enclosures:

1. Bid tabulations

2. Cost estimate

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Pre-Construction Meeting,**       **project**

WIN

Dear      :

The Municipality of       requests your attendance at the pre-construction meeting for       on       at      . I have attached an agenda for your convenience.

If you need additional information, please let me know.

Sincerely,

     , Local Project Administrator

Cc: Jen Paul, Construction Manager, MaineDOT Multimodal Program

**AGENDA ITEMS FOR PRE-CONSTRUCTION MEETING**

**(State Funded Project)**

1. Introductions
2. Review Scope of Project
   1. Completion Date
   2. Liquidated Damages
3. Permits Obtained (if required)
4. Construction Safety
   1. Primary consideration during construction
   2. Emergency contact list including 24 hour contacts
   3. Contractor safety plan to be provided
   4. Traffic Control Plan (TCP), *if applicable*
5. Schedule for the completion of work to be provided
   1. Are there utility issues?
   2. Update schedule as required
   3. Daily construction activities to be recorded
   4. Town must pay contractor first, then request reimbursement on a monthly basis
6. Construction Control
   1. Minimum Testing Requirements, *if applicable*
   2. Subcontract Approval, *if applicable*
   3. Measurement & documentation of materials used for payment purposes
   4. Engineering oversight of activities
   5. Manufacturer’s certification for materials, *if applicable*
   6. Soil Erosion and Water Pollution Plan (SEWPCP)
7. Communications
   1. Requests for Information (RFIs)
   2. Change Orders require MaineDOT review; must include detailed description of scope change, independent cost estimate & time
   3. Notification of anticipated issues, claims or disputes

Jen Paul, Construction Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Contract Modification Request**

WIN

Dear      :

Attached for your review is proposed Contract Modification #      for       in the Municipality of      . The proposed change will consist of      .

An independent estimate of the cost of the additional work is attached. This modification will add       days to the original contract.

*(****Note:*** *The amount of time required by the modification must be noted. If there is no change in the schedule, then state “0 days” or indicate that the modification will not change the amount of time associated with the contract.)*

If you need additional information, please let me know.

Sincerely,

     , Local Project Administrator

Cc: MaineDOT Project Manager

Jen Paul, Construction Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Final Inspection,** WIN

Dear      :

The Municipality of       requests your attendance at the final inspection for      on      at      . At the time, we can make available all documentation and testing results for the project.

If you need additional information, please let me know.

Sincerely,

     , Local Project Administrator

Cc: Project Manager, MaineDOT Multimodal Program

***INSTRUCTIONS:*** *This must be submitted on letterhead with all requested documentation.*

     , Project Manager

Maine Department of Transportation

Bureau of Project Development, Multimodal Program

16 State House Station

Augusta, ME 04333-0016

**Subject: Final Invoice and Notification of Completion of Work**

MaineDOT WIN      ; Contract #:

Dear      :

The Municipality of       hereby certifies that the contractor has completed all work on the subject project in accordance with the contract and approved modifications, and that:

* The Municipality has accepted the work;
* The Municipality has documented final quantities and reconciled them with the contractor;
* The Municipality has paid the contractor in full; and
* There are no outstanding claims or disputes associated with the project.

Accordingly, the Municipality submits this final invoice requesting reimbursement of $      as MaineDOT’s      % share of expenditures for the invoice period,      . I have enclosed the items listed below to document that this invoice accurately represents work completed during this invoice period:

* A completed project costs worksheet with expenditures for the service period and to date;
* A progress report describing the work performed during the service period; and
* Supporting documentation, including copies of invoices received and checks issued.

Also attached are a completed Consultant Evaluation and Contractor Evaluation for the project.

*By signing this request for reimbursement, I certify to the best of my knowledge and belief that the information contained herein is true, complete, and accurate.*

Sincerely,

     , Local Project Administrator