BID DOCUMENTS GUIDANCE

Note: This checklist, updated in August 2020, contains the standard items. Project-specific special provisions may be obtained from the LPA Documents web page, highlighted below, or from the MaineDOT Project Manager assigned to your project.

Final Design Plans

1. Title page is signed and stamped by the Engineer of Record.
2. Schedule of items matches the final engineer’s estimate.
3. All pay items on the plans also are on the schedule of items and engineer’s estimate.

Bid Documents

Standard inserts are found under “Bid Documents” on the following web page: www.maine.gov/mdot/lpa/lpadocuments/

1. Bidding Instructions
   - The latest inserts from MaineDOT must be at the front of the bid book. The instructions will be labeled Federal or State, depending upon funding source.

2. Notice to Contractors, includes:
   - Stamp of Engineer of Record
   - Bid opening date and time (pay attention to holidays)
   - Project WIN, description, location, and outline of work
   - Basis of award
   - Disadvantaged Business Enterprise requirements (federally funded projects)
   - Statement that MaineDOT Standard Specifications shall apply
   - Bid bond amount (5% of bid, typically)
   - Cost of copies of bid book and plan sets
   - Projects less than $125,000 require no contract performance surety bond or contract payment surety bond. Bonds are required for projects exceeding $125,000.
   - For projects greater than $300,000, a bidder must complete a highway, bridge or project specific pre-qualification through MaineDOT to be awarded the contract.
   - For projects less than $300,000: “Bids will be accepted from all bidders. The lowest responsive bidder must demonstrate successful completion of projects of similar size and scope to be considered for the award of this contract.”

3. Special Provision 102.7.3, Acknowledgement of Bid Amendments
4. Schedule of Items, using MaineDOT item numbers

5. Contract Agreement, Offer and Award form: two copies
   - Make sure the document cites the March 2020 edition of the Standard Specifications
   - Review section B, “Time,” to be sure completion date matches Special Provision 107
   - Review section F, “Offer,” to be sure the paragraph labeled “Fourth” references Disadvantaged Business Enterprise (DBE) requirements (federally funded projects)

6. Sample bond forms – one copy each:
   - Contract Performance Bond
   - Contract Payment Bond (Surety Company Form)

7. Davis-Bacon prevailing wage rates (federally funded projects)
   - Check online for latest General Decision by county and type of work: https://beta.sam.gov/search?index=wd

8. Prevailing state wage rates determined by the Maine Department of Labor – NEW
   - maine.gov/labor/labor_stats/publications/wagerateconst/prevailingwage/index.shtml
   - State rates apply to contracts of $50,000 or more with state funds. If a project has federal and state funds, federal and state rates must be part of the bid documents.

9. Special Provision (SP) Section 104.3.8, Wage Rates
   - Applies if both federal and state wage rates are part of the bid documents.

10. SP Section 104, Utilities

11. SP Section 104.3.8, Electronic Payroll Submission (federally funded projects)

12. SP Section 105.11, Buy America (federally funded projects)

13. SP Section 105, General Scope of Work: Limitations of Operations (if applicable)

14. SP Section 105, Over Limit Movement Permits (if applicable, based on nature of work)

15. SP Section 107, Prosecution and Progress: Scheduling of Work
   - Ensure completion date matches date in Contract Agreement, Offer & Award.

16. SP Section 108, Asphalt Escalator (use if estimate calls for more than 500 tons of HMA)
   - Obtain from MaineDOT’s Project Manager, if applicable.

17. SP Section 401, Hot Mix Asphalt Pavement

18. SP Section 403, Hot Mix Asphalt Pavement
   - Note: Obtain from MaineDOT
19. SP Section 502, Structural Concrete (if there is concrete work)

20. SP Section 608, Detectable Warnings (for sidewalks)
   - **Note:** Not part of this packet; download from the LPA Documents web page

21. SP Section 609, Structural Concrete: Concrete Slipform Curb (if applicable)
   - **Note:** Not part of this packet; obtain from MaineDOT Project Manager

22. SP Section 634 Highway Lighting (if highway lighting is part of the contract)
   - **Note:** Not part of this packet; obtain from MaineDOT Project Manager

23. SP Section 643, Traffic Signals (if traffic signals are part of the contract)
   - **Note:** Not part of this packet; obtain from MaineDOT Project Manager

24. SP Section 652, Maintenance of Traffic

25. SP Section 656, Temporary Soil Erosion and Water Pollution Control
   - **MaineDOT’s Environmental Office will prepare this document, if necessary**

   - Check online for latest version: [https://www.maine.gov/mdot/contractors/publications/](https://www.maine.gov/mdot/contractors/publications/)

27. MaineDOT Standard Detail updates
   - Latest version is online: [https://www.maine.gov/mdot/contractors/publications/](https://www.maine.gov/mdot/contractors/publications/)

28. Special Provision, Projects Funded by the Transportation Alternatives Program (TAP) – Appendix A to Division 100
   - This applies to bicycle/pedestrian projects with federal TAP funding

29. Appendix A to Division 100: Section 1 – Bidding Provisions (federally funded projects)
   - This is FHWA Form 1273 and must be inserted into bid books for federal-aid projects

30. Signed Title VI Assurances from local sponsor of project (federally funded projects).
   - Must be signed by highest-ranking municipal officer and include Appendices A and E

31. Environmental Summary Sheet
   - The MaineDOT Environmental Office prepares this document on federal projects