

BID DOCUMENTS GUIDANCE

Listed here are the standard bid documents for a project with **Federal Highway Administration** funding. Project-specific special provisions may be downloaded from the LPA Documents page, highlighted below, or from the MaineDOT Project Manager assigned to a project.

Final Design Plans

1. Title sheet 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.
4. Ensure that pay items not in MaineDOT's Standard Specifications have a special provision.

Bid Documents

Standard inserts and forms are found under "Bid Package Documents" on the LPA Documents web page: www.maine.gov/mdot/lpa/lpadocuments/

1. Bidding instructions packet labeled Federal Project (*10 pages, updated December 2021*).
2. Notice to Contractors, with:
 - Bid opening date and time – *pay attention to holidays*;
 - Project WIN, location, and outline of work;
 - Basis of award – typically the lowest total base bid;
 - Disadvantaged Business Enterprise (DBE) requirements;
 - Bid bond amount (5% of bid);
 - Reference to MaineDOT Standard Specifications & Standard Details (March 2020);
 - Cost of printed copies of the contract book and plan sets;
 - Projects estimated to cost less than \$125,000 require NO contract performance surety bond or contract payment surety bond. Bonds are required on all other projects.
 - 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, use this: "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. Acknowledgement of Bid Amendments sheet (special provision 102.7.3).
4. Schedule of Items – using MaineDOT item numbers.
 - Check to be sure items and quantities match engineer's estimate.

5. Contract Agreement, Offer and Award form, two copies:
 - Review section A “The Work” for correct WIN, location, and scope of work;
 - 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; and
6. Sample bond forms – one copy each:
 - Contract Performance Bond; and
 - Contract Payment Bond (Surety Company Form).
7. Davis-Bacon prevailing wage rates (*latest is dated Feb. 25, 2022*):
 - Check online for latest General Decision by county and work type by calendar year – <https://www.sam.gov/content/wage-determinations>
8. Special Provision (SP) Section 101 – Contract Interpretation (*revised March 2021*).
9. SP Section 104 – Utilities.
 - The utility coordinator for a project must prepare this special provision.
10. SP Section 104.3.8 – Electronic Payroll Submission (*dated Dec. 17, 2010*).
11. SP Section 105 – Build America, Buy America (*dated Nov. 10, 2022*) – **NEW**.
12. SP Section 105 – Limitations of Operations (*if applicable*).
 - MaineDOT will prepare this special provision if there are traffic restrictions.
13. SP Section 105 – DBE Project Attainment Target (PAT).
 - PAT is determined on a per-project basis. Request calculation sheet from MaineDOT.
14. SP Section 105 – Over Limit Movement Permits (*if applicable*).
15. SP Section 107 – Scheduling of Work:
 - Check that completion date matches date in Contract Agreement, Offer & Award.
16. SP Section 108 – Asphalt Escalator (*if estimate calls for more than 500 tons of HMA*).
17. SP Section 400 – Hot Mix Asphalt Pavement (*updated Jan. 6, 2010*).
18. SP Section 403 – Hot Mix Asphalt Pavement:
 - Request from MaineDOT Project Manager, at least three months before advertise.
19. SP Section 502 – Structural Concrete (*if there is concrete work*).
20. SP Section 634 and 643 – Highway Lighting and Traffic Signals.
 - Include electrical checklist if the project has highway lighting or traffic signals.
21. SP Section 652 – Maintenance of Traffic (*updated Jan. 15, 2020*).

22. MaineDOT Standard Detail updates – *Updated July 8, 2022*:
 - Latest version is online: <https://www.maine.gov/mdot/contractors/publications/>
23. Supplemental Specification: Corrections, Additions & Revisions to Standard Specifications:
 - Check online for latest version: <https://www.maine.gov/mdot/contractors/publications/>
24. Projects Funded by the Transportation Alternatives Program – Appendix A to Division 100.
 - Applies to sidewalks and multiuse pathways with federal TAP funding (July 5, 2013)
25. Form FHWA-1273 – federal projects (*updated August 5, 2022*):
 - This is the 29-page Appendix A to Division 100 – Section 1, Bidding Provisions.
26. Signed federal Title VI Assurances, with appendices A-E:
 - This 9-page insert must be signed by the highest administrative officer of a city or town.
27. Environmental Summary Sheet
 - MaineDOT’s Environmental Office prepares this document on federal projects;
 - Check to be sure all referenced special provisions are included in the contract book.

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