MONTANA
Department of Transportation

Federal Aid
Local Project Administration

Plans and Contract Manual Checklist

CFR Part 635 – Construction & Maintenance:
https://www.ecfr.gov/current/title-23/chapter-I/subchapter-G/part-635

CFR Part 637 Subpart B (For Projects on the National Highway System):
https://www.ecfr.gov/current/title-23/chapter-I/subchapter-G/part-637/subpart-B

Plans

Federal Requirements

- Americans with Disabilities Act (ADA) compliance for pedestrian features. Public Right-of-Way Accessibility Guidelines (PROWAG) https://www.access-board.gov/prowag/
- Include the Federal project name, Federal project number, and uniform project number (UPN)

Best Practices

- Are the plans clear?
- Is the project constructable?
- Is there an appropriate level of information in the plans?
- If applicable, is there enough survey and staking information available?
- Were appropriate design standards used?

Contract Manual

Federal Requirements

- Include the Federal project name, Federal project number, and uniform project number (UPN)
- FHWA 1273 Form included
- Davis Bacon Wage Rates included for the appropriate category and location
- Buy American/Buy America Special Provision included
- If there is vegetation removal, is the Migratory Bird Special Provision included?

Best Practices

- Are the following included in the Contract Manual?
    - Invitation to Bid (21-day minimum advertising, minimum two publication dates)
    - Notice of Award Form
    - Notice to Proceed Form
    - Instruction to Bidders
        - Will there be a Pre-Bid conference (will it be mandatory or optional?)
    - Bid Form including quantities and contract time requirements
    - Big Bond Form
    - Performance Bond
    - Payment Bond
    - Appropriate standard specifications, special provisions, detailed drawings
    - Certificate of Substantial Completion
    - Work Change Directive Form
    - Change Order Form
    - Field Order Form
    - Certificate of Final Acceptance Form
    - City Construction Pay Request Form
    - Permit Forms