

## District Five GAP Upload Guide

### Tracking/Milestones:

| <b>Pre-Construction Items to Upload</b>                          | <b>Responsible</b> |
|--|--------------------|
| 1. Public Advertisement (Legal Ad)                               | LA                 |
| 2. Final Construction Bid Package as Advertised                  | LA                 |
| 3. Vendor Eligibility Verification (375-030-91)                  | LA                 |
| 4. LAP Certification of Current Capacity (525-010-46)            | LA                 |
| 5. Certificate Regarding Debarment & Suspension (375-030-32)     | LA                 |
| 6. Disclosure of Lobbying on Federal Aid Contracts (375-030-033) | LA                 |
| 7. Standard Disclosure of Lobbying Activities Form (375-030-034) | LA                 |
| 8. Non-Collusion Declaration Form (575-060-13)                   | LA                 |
| 9. Signed Bid Tabulation   | LA                 |
| 10. Unbalanced Bid Review and Justification                      | LA                 |
| 11. LA Notice of Intent to Award                                 | LA                 |
| 12. FDOT Concurrence with Award                                  | FDOT               |
| 13. Executed Construction Contract (Including FHWA 1273)         | LA                 |
| 14. Payment and Performance Bonds                                | LA                 |
| 15. Proof of Liability Insurance                                 | LA                 |
| <br><b>Construction Items to Upload</b>                          |                    |
| 1. Notice to Proceed to Contractor                               | LA                 |
| 2. Baseline Construction Schedule                                | LA                 |
| 3. Pre-construction Meeting Minutes and Sign-In                  | LA                 |
| 4. Claims Documentation  | LA                 |
| 5. As-Builts   | LA                 |
| 6. Materials Certification                                       | LA                 |
| 7. LAP Record of Final Plans and Docs (525-010-47)               | LA                 |
| 8. LAP Final Inspection and Acceptance (525-010-42)              | LA                 |
| 9. Compliance Completion Checklist                               | FDOT               |
| 10. Final Invoice (FDOT Closeout Package)                        | FDOT               |
| 11. Schedule of Values (Design Build Projects Only)              | LA                 |
| 12. Project Commitments Record (if applicable)                   | LA                 |
| 13. Performance Evaluation                                       | FDOT               |

## Documents (Phase 58-01): Title Documents Accordingly, Use Document Type as Default

| <b>PS&amp;E/Design Items to Upload</b>                     | <b>GAP Folder</b>     | <b>Responsible</b> |
|--|-----------------------|--------------------|
| 1. Final Signed and Sealed Plans                           | 58-01                 | LA                 |
| 2. Final Signed and Sealed Specs                           | 58-01                 | LA                 |
| 3. Utility Certifications                                  | 58-01                 | LA                 |
| 4. Environmental Certifications                            | 58-01                 | LA                 |
| 5. Right of Way Certifications                             | 58-01                 | LA                 |
| 6. Railroad Certification                                  | 58-01                 | LA                 |
| 7. Permits   | 58-01                 | LA                 |
| <br>   |                       |                    |
| <b>Pre-Construction Items to Upload</b>                    | <b>GAP Folder</b>     | <b>Responsible</b> |
| 1. Addenda   | Addenda               | LA                 |
| 2. Addenda Concurrence                                     | Addenda               | FDOT               |
| 3. Award Letter to Contractor                              | 58-01                 | LA                 |
| 4. Pre-Design Meeting Minutes (Design Build Only)          | 58-01                 | LA                 |
| <br>   |                       |                    |
| <b>Construction/CEI Items to Upload</b>                    | <b>GAP Folder</b>     | <b>Responsible</b> |
| 1. Project Monitoring Status Reports                       | PMSRs                 | FDOT               |
| 2. Updated Project Schedule                                | CPM Schedules         | LA                 |
| 3. Construction Contract Amendment Concurrence             | Change Orders         | FDOT               |
| 4. Construction Contract Amendment – Executed              | Change Orders         | LA                 |
| 5. Change Order Concurrence                                | Change Orders         | FDOT               |
| 6. Change Order – Executed                                 | Change Orders         | LA                 |
| 7. Daily Work Reports                                      | DWRs                  | LA                 |
| 8. Plan Revisions (S&S) – Result of Addendum               | Plan Revisions        | LA                 |
| 9. Plan Revisions (S&S) – Result of Change Order           | Plan Revisions        | LA                 |
| 10. QC Plan, Drill Shaft Install Plan, Pile Driving Plan   | Contractor Submittals | LA                 |
| 11. Approved Shop Drawing                                  | Shop Drawings         | LA                 |
| 12. Quality Assurance and Field Reviews                    | QARs & Field Reviews  | FDOT               |
| 13. Materials Quality Assurance Review                     | QARs & Field Reviews  | LA                 |
| 14. State Materials Certification Letter (On System Only)  | 58-01                 | LA                 |
| 15. Substantial Completion Letter                          | 58-01                 | LA                 |
| 16. Final Completion Letter                                | 58-01                 | LA                 |
| 17. Final Plan Quantities                                  | 58-01                 | LA                 |
| 18. Material Tests (Not in MAC)                            | 58-01                 | LA                 |
| 19. Inspection Review                                      | 58-01                 | LA                 |
| 20. Progress Meeting Minutes                               | Meeting Minutes       | LA                 |
| 21. Certification of Previous Payment to Subs (700-010-38) | 58-01                 | LA                 |
| 22. Construction Compliance with Specs (700-020-02)        | 58-01                 | LA                 |
| 23. Contractor's Affidavit and Surety Consent (700-050-21) | 58-01                 | LA                 |

