

Important Documents Checklist

Below is a checklist covering the important documents that are needed to perform an inspector's duties.

Note that some specifications described in the following content may not be the same as the specifications followed by your agency. Always check with your State agency's standards and specifications when using these guidelines.

Sections

- **Proposal**
- **Contract**
- **Project Plans**
- **Standards**
- **Specifications**
- **Special Provisions**
- **Instructional Memoranda**
- **Construction Manual**

Proposal

- Proposals are supplied to the contractors upon request for the purpose of bidding on the work proposed**
- Items of work to be performed on the project include:**
 - Estimated quantities for each item of work
 - Proposed work period
 - Supplemental specifications, special provisions, and special notes applicable to the project
 - Special job mix requirements for the project

- Proposals are subject to addendums that may alter the work originally proposed (make sure you have all of the addendums)

Contract

- The contractor and the contracting authority enter into a contract after the acceptance of the bid
- It obligates the contractor to perform the work as outlined in the proposal
- The contract lists the unit prices and extended prices for all items of work outlined in the proposal

Project Plans

- Project plans show the location, character, dimensions, and details of the work to be performed
- The plans generally include:
 - Typical drawings
 - Plan notes
 - Standards
 - Supplemental drawings
 - Traffic control plans
 - Layouts
- Plans are subject to revisions (make sure you have all of the revisions)

Standards

- Standard road plans show standardized design features, construction methods, and approved materials for performing various items of work on a project
- The standards are referenced by number and revision date (make sure you have the correct version the plans refer to)

Specifications

- Specifications represent the minimum requirements for performing the work of the contract
- Specifications outline how the items of work are to be measured and on what basis payment will be made
- The specifications for a project include the current standard specification series and general supplemental specifications (GSS), as well as any supplemental specifications (SS) or developmental specifications (DS) outlined on the proposal

Special Provisions

- Special provisions (SP) are additions and amendments to the specifications covering conditions peculiar to an individual project

Instructional Memoranda

- Materials instructional memoranda (IM) are guidelines and instructions for the testing and acceptance of construction materials

Construction Manual

- Provides background information, required procedures, current instructions, and other departmental policy for uniform administration and inspection of construction projects
- Not part of the contract documents for a project