



Beginner's Illustrated Guide to Reviewing the Preliminary and Final Assembly

Revised Edition 2022

This guide is to direct beginners or to refresh the skills of journeymen through the process of performing a proficient review of the Preliminary Assembly and Complete the Final Assembly. This is a departmental guide to be used for training purposes. This process is administered by the Roadway Review Section of Mississippi's Office of State Aid Road Construction.

The Final Assembly consists of reviewed Construction Plans and reviewed Contract Documents. Before it gets through to the Final stages. Painstaking hours of calculations, interpretations, observations and other civil engineering functions are performed by qualified technicians.

The Constructions Plans contains the descriptive ingredients to be used and provide a comprehensive assessment of resources required to complete the project. While the geometrics are programmed and designed with safety as the main concern. The Contract Documents contains mostly procedural narratives, work responsibilities, Contractor notices/proposals and legal binding documents.

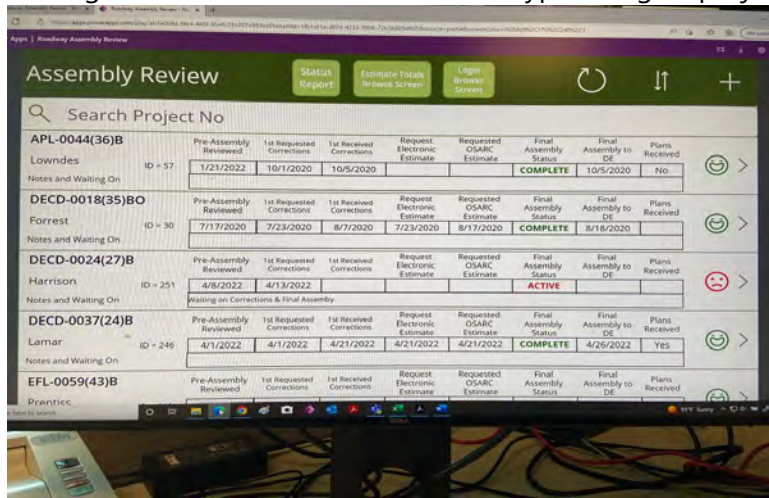
This guide is a 31 step graphically illustrated with real time projects to enhance the learning process. At step **5**, I introduce a procedure called the Courtesy Plan Review. This review is one that mostly spot check for errors after the office review corrections has been made. In essence 98% of all requested corrections are found after the Office Review Process. The Courtesy Plan Review aids in having a thorough review process. Hopefully this guide will be of great assistance to those who use it. All forms mentioned in this guide can be found in pdf editable format at [O:\Assembly Documents-2020](#).

Otis T. Williams

Roadway Review - Assembly Manager

Procedures for Reviewing the Preliminary Assembly and the Final Assembly

1. In the Roadway Assembly Review Power APP; fill in the county name, project number and log in the date(s) the Pre-Assembly items are received in Roadway Review. Go to The Estimate Totals Screen and input the estimate totals from the Engineer's Estimate and Project Program totals. Go to the Home screen. Log in the road name, construction type and give project a status in the comment section.




Assembly Review Power App

2. Check to insure the following items are included in the **Preliminary Assembly**:

- 1 set of ½ scale plans with standards **1**
- 1 set of marked Office Review Plans **2**
- 1 set of Contract Documents **3**
- 1 copy of the Engineer's Preliminary Estimate (Checked unit prices initialed by D.E.) **4**
- The Electronic Estimate (Preferably e-mailed to Roadway Review) **5**
- The Pre-Assembly Checklist (PAC Sheet).





OSARC
OFFICE OF
STATE AID ROAD CONSTRUCTION

Preliminary Assembly Checklist
(PAC Sheet)

**DO NOT SEND FULL ASSEMBLY
UNLESS REQUESTED**

(The Preliminary Assembly is comprised of the following items):

- ☐ 1 set ½ Scale Plans with standards.
- ☐ 1 set Contract Documents
- ☐ 1 set marked Office Review Plans
- ☐ 1 copy of printed County Engineer's Estimate
- ☐ 1 Engineer's Electronic Estimate files.
(Preferably e-mailed to Roadway Review: eway@osarc.ms.gov or o_williams@osarc.ms.gov)
- ☐ 1 checked Preliminary Assembly Checklist(PAC Sheet)

This checklist is a component of every Preliminary Assembly.


PAC Sheet (2020)

Preliminary Assembly

PAC Sheet-2020

It is important to record in the Power App every time a particular project is affected with pertinent data. such as receiving estimate files, Corrections, or construction changes ect...

3. Get a copy of the Status of Assembly Status Record sheet. Fill in the pertinent information. Remove the project's Program Sheet from the set of marked Office Review Plans and staple it to the back of the Assembly Status Record Sheet. Clip the Engineer's Estimate to the back of the same sheet. Fill in the appropriate blanks of the Assembly Status Record Sheet as the Review Process progresses.

 **ASSEMBLY STATUS RECORD** STATUS OF P.S. & E. ASSEMBLY SAP-44(11)M-LOWNDES CO.	
Date Assembly Assigned Checker: 14 OCT 20 CO. / LSBP ENGINEER CONTACTED ABOUT CORRECTIONS NEEDED.	
PHONE { }	E-MAIL <input checked="" type="checkbox"/> 2 ND REQUEST
() WAITING ON CORRECTIONS FROM CO. / LSBP ENGINEER.	
() CORRECTIONS RECEIVED---DATE 2 ND 3 RD	
ELECTRONIC EST. (DOWNLOADED IN SYSTEM) YES (If no) Requested? DATE Received?	
HOLDING FOR: () DESIGN EXCEPTION DATE RECEIVED () BOARD ORDER DATE RECEIVED	
() STATE AID ESTIMATE (Requested) DATE RECEIVED PLANS AND DOCUMENTS OK'D BY: Otis DATE	
ASSEMBLY GIVEN TO DISTRICT ENGINEER:-----DATE	
DISTRICT ENGINEER HOLDING FOR:	
() ROW-----DATE RECEIVED	
() UTILITIES-----DATE RECEIVED	
() STATE AID AUTH.-----DATE AUTHORIZED	
() FEDERAL AID AUTH.-----DATE AUTHORIZED	
() LACK OF FUNDS-----DATE RECEIVED	
() OTHER	
COMMENTS:	
ITEMS TO BE CHECKED WHEN BID DATE IS SET: () WAGE RATES () DBE % () DBE LIST () NTB NO. 5 (XX) NTB NO. 6	
TOTAL ESTIMATE COST OF PROJECT CO. ENG \$ 1,039,576.00 PROGRAM \$ 1,060,000.00 DISTRICT ENGINEER MARK WHITNEY - EAST CENTRAL STATE AID \$	

Assembly Status Record

2020 - 2023 Program for WINSTON County	
PROJECT PRIORITY NO. 1	
1. Project No. SAP-80 (84) 2. Name of Road: Young Crossing Road 3. Design Classification: (check one) Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> (check one) Collector <input type="checkbox"/> Local <input checked="" type="checkbox"/> 4. Federal Route Number N/A 5. Termini of Project: Bridge replacement and paved approaches on Young Crossing Road in Section 29, T14N, R12E, Winston County (Former Project SAP-80 (17)) 6. Length of Project: 0.189 Miles Character of Work (Show Alternates if Applicable) Bridge replacement and paved approaches with approach guardrails	
7. Design Data: a. Traffic Count: How Determined MDOT 2018 Current ADT 130 VPD; Design Year ADT 169 VPD; % Trucks 10 Traffic Count Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> (Attach Supplemental Sheet) b. Terrain Level Rolling Design Speed 35 MPH c. ROW: Existing 80 Ft.; Proposed 80 Ft. d. Proposed Roadway Crown Width 30 Ft. e. Surface Type & Width: Existing DBST 20 Ft. Proposed ABM 20 Ft.	
8. Bridges: a. Str. No. SAB0000000000046 SUFF. RTG. CLOSED 35.2 Capacity NONE Remain in Place: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Existing/Proposed Width 28 Ft. b. Str. No. SUFF. RTG. Capacity Remain in Place: Yes <input type="checkbox"/> No <input type="checkbox"/> Existing/Proposed Width Ft. c. Str. No. SUFF. RTG. Capacity Remain in Place: Yes <input type="checkbox"/> No <input type="checkbox"/> Existing/Proposed Width Ft. d. Str. No. SUFF. RTG. Capacity Remain in Place: Yes <input type="checkbox"/> No <input type="checkbox"/> Existing/Proposed Width Ft. e. Str. No. SUFF. RTG. Capacity Remain in Place: Yes <input type="checkbox"/> No <input type="checkbox"/> Existing/Proposed Width Ft.	
9. Estimated Construction Cost of Project (Including Contingencies) \$ 990 1,076,999.00 a. STP Funds Requested (100 %) \$ 1,076,999.00 b. BR Funds Requested (%) \$ c. SA Funds Requested (%) \$ d. LSBP Funds (%) \$ e. Funds \$ Engineering Cost (12 %) (Constr. Cost Less Contingencies) \$ 100 123,077.00 a. State Aid Funds Requested \$ 123,077.00 b. County Funds Contributed \$ c. LSBP Funds Contributed \$ d. Funds Contributed \$ Total Estimated Cost of Project \$ 1,200,000.00	
Construction will be by: Contract <input checked="" type="checkbox"/> County Forces	
Use Supplemental Sheet and/or maps if needed to provide complete data.	
FOR STATE AID USE ONLY: Preliminary Review MAW Dist. Engr. 4-28-20 Date Recommend Approval MAW State Aid Engr. 4-29-20 Date Letter To Bd. MAW Dist. Engr. 5-7-20 Date Funds Record KE Auditor 4/30/20 Date Programmed Date Garva - complex 12 mo.	

Project's Program sheet

4. Using the set of 1/2 Scale Plans. Check each sheet against the marked Office Review Plans to insure all corrections and remarks called for on the Office Review Plans were corrected or addressed by the County Engineer. Mark or note any corrections/questions not addressed by the County Engineer in the 1/2 scale plans.

Step 5 is beginning phase of the ***Courtesy Plan Review**. This review is one that mostly spot check for errors after the office review corrections has been made. In essence 98% of all requested corrections from the Assembly processes are found after the Office Review Process.

5. Beginning with Sheet No. 1 of the 1/2 Scale Plans. Be sure the Engineer's seal, signature and date are on sheet 1 and the sheet that contains the sheet index. Recalculate the Project Length and verify all Length Data. ***(SPOT CHECK EVERY SHEET FOR OBVIOUS MISTAKES, BLEMISHES & PRINT QUALITY.)** See **FIGURE 5-1**.

STATE OF MISSISSIPPI OFFICE OF STATE AID ROAD CONSTRUCTION

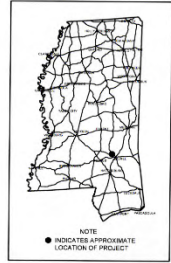
PLAN OF PROPOSED COUNTY HIGHWAY STATE AID PROJECT NO. SAP-34(78) HILLCREST DRIVE JONES COUNTY

LENGTH DATA

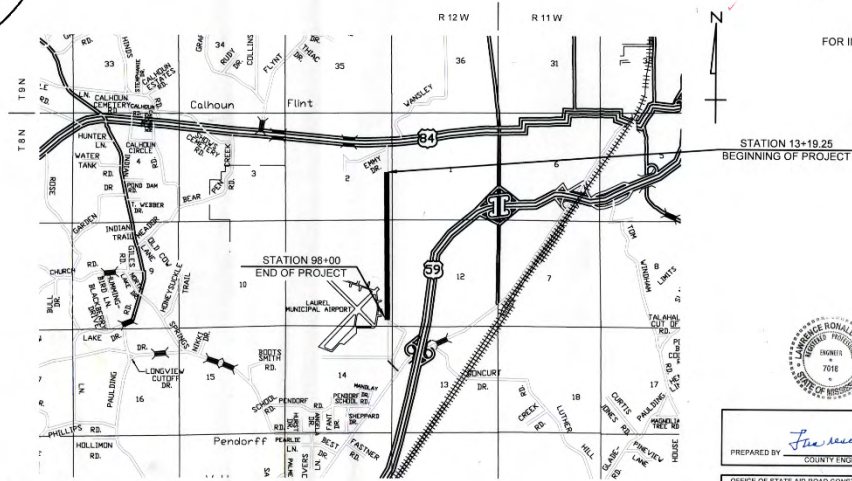
EXCEPTIONS
NONEEQUATIONS
NONE

LENGTH OF ROADWAY 8,480.75 FT. 1.606 MI.
 LENGTH OF BRIDGES 0.00 FT. 0.000 MI.
 LENGTH OF PROJECT (NET) 1.606 MI.
 LENGTH OF EXCEPTIONS 0.00 FT. 0.000 MI.
 LENGTH OF PROJECT (GROSS) 1.606 MI.

SCALES
 TITLE 1 IN. = 2000 FT.
 PLAN AND PROFILE HORIZ. 1 IN. = 50 FT.
 VERT. 1 IN. = 10 FT.



INDEX
 FOR INDEX SEE SHEET NO. 2



STANDARD SPECIFICATIONS FOR STATE AID ROAD AND BRIDGE CONSTRUCTION CURRENTLY APPROVED BY THE OFFICE OF STATE AID ROAD CONSTRUCTION OF THE MISSISSIPPI DEPARTMENT OF TRANSPORTATION AND THE FEDERAL HIGHWAY ADMINISTRATION ARE MADE A PART HEREOF FULLY AND COMPLETELY AS IF ATTACHED HERETO, EXCEPT WHERE SUPERSEDED BY THE SPECIAL PROVISIONS, OR AMENDED BY REVISIONS.



PREPARED BY Lawrence R. Clark 2-28-20
 COUNTY ENGINEER DATE
 OFFICE OF STATE AID ROAD CONSTRUCTION
 MISSISSIPPI DEPARTMENT OF TRANSPORTATION
 APPROVED
 STATE AID ENGINEER DATE

SAP-34(78)

JONES COUNTY SHEET NO. 1

LENGTH DATA

EXCEPTIONS
NONEEQUATIONS
NONE

LENGTH OF ROADWAY 8,480.75 FT. 1.606 MI.
 LENGTH OF BRIDGES 0.00 FT. 0.000 MI.
 LENGTH OF PROJECT (NET) 1.606 MI.
 LENGTH OF EXCEPTIONS 0.00 FT. 0.000 MI.
 LENGTH OF PROJECT (GROSS) 1.606 MI.



PREPARED BY Lawrence R. Clark 2-28-20
 COUNTY ENGINEER DATE

OFFICE OF STATE AID ROAD CONSTRUCTION
 MISSISSIPPI DEPARTMENT OF TRANSPORTATION
 APPROVED

STATE AID ENGINEER DATE

FIGURE 5-1- Sheet No. 1 contains the Engineer's seal, signature, and date. It also contain the length data.

6. In reviewing the sheet that contains the Summary of Quantities. Make sure all the pay item numbers are in numerical order and under the appropriate heading. The pay item descriptions should be in alpha-numerical order in the case of 2 or more identical pay item numbers under the same heading. All pay item numbers and pay item descriptions should be identical to the ones listed in the Specification Books, Supplemental Specifications and the Special Provisions. Any pay item description with an added

annotation should be corrected to match the specifications. The added annotation should be referenced with a bubble descriptive outside the pay item grid; then the bubble note is described at the bottom of the grid. Make sure all the bubbled numbers are placed by the correct pay item number. Make sure all "804" pay items Nos. are preceded with "901-". (Example: 901-S-804-B).

See **FIGURE 5-2 & FIGURE 5-10A.**

SUMMARY OF QUANTITIES				
PAY ITEM NO.	DESCRIPTION	PLAN	FINAL	UNIT
ROADWAY ITEMS				
S-200-A	MOBILIZATION	L.S.		LS
901-S-403-D	HOT BITUMINOUS PAVEMENT SURFACE COURSE (SC-1) (TYPE 8)(EDGE REPAIR)	29.0		TON
① 901-S-403-D	HOT BITUMINOUS PAVEMENT SURFACE COURSE (SC-1) (TYPE 8)(LEVELING)	696.0		TON
① 901-S-403-D	HOT BITUMINOUS PAVEMENT SURFACE COURSE (SC-1) (TYPE 8)	4,639.0		TON
① S-410-C-1	POLYMERIZED-EMULSIFIED ASPHALT, GRADE CRS-2P	29,921.0		GAL
S-410-E	SEAL AGGREGATE COVER MATERIAL SIZE 7, CRUSHED STONE	781.0		CU. YD.
S-410-F	BLOTTER MATERIAL (LVM)	101.0		CU. YD.
⑦ ② 901-S-412	FOG SEAL MIXTURE, GRADE CHPF-1	7,480.0		GAL
S-618-A	MAINTENANCE OF TRAFFIC	L.S.		L.S.
S-618-B	ADDITIONAL CONSTRUCTION SIGNS	0.0		SF. FT.
S-621-C	4" WIDE THERMOPLASTIC EDGE STRIDE (CONTINUOUS WHITE)(90 MIL)	8.362		MI
S-621-D	4" WIDE THERMOPLASTIC TRAFFIC STRIDE (SKIP YELLOW)(120 MIL)	4.092		MI
S-621-E-1	4" WIDE THERMOPLASTIC TRAFFIC STRIDE (CONTINUOUS YELLOW)(120 MIL)	80,245.0		LIN. FT.
S-621-H-1	THERMOPLASTIC LEGEND (WHITE)(120 MIL)	1,464.0		LIN. FT.
③ S-627-J	TWO-WAY CLEAR REFLECTIVE HIGH PERFORMANCE RAISED MARKERS	140.0		EACH
S-627-L	TWO-WAY YELLOW REFLECTIVE HIGH PERFORMANCE RAISED MARKERS	892.0		EACH
④ ⑤ S-630-A	REFLECTORIZED TRAFFIC WARNING SIGN (ENCAPSULATED LENS)	76.0		EACH
④ ⑤ S-630-B	REFLECTORIZED TRAFFIC REGULATORY SIGN (ENCAPSULATED LENS)	19.0		EACH
⑥ ④ ⑤ S-630-C	REFLECTORIZED TRAFFIC OBJECT MARKER (ENCAPSULATE LENS) (TYPE 3)	8.0		EACH

⑦ GRADE CHPF-1

FIGURE 5-2- Pay item quantities in the Summary of Quantities should match quantities in corresponding schedules.

ESTIMATED QUANTITIES FOR SIGNING AND STRIPING									
ROAD	SIGNING			SIGNING STRIPING					
	REFLECT. TRAFFIC WARNING SIGN	REFLECT. TRAFFIC REG. SIGN	REFLECT. TRAFFIC OBJECT MARKER	THERMO CONTINUOUS WHITE	THERMO SKIP YELLOW	THERMO CONTINUOUS YELLOW	THERMO LEGEND (WHITE)	YELLOW RAISED PAVEMENT MARKERS	CLEAR RAISED PAVEMENT MARKERS
	EACH	EACH	EACH	MILE	MILE	LIN. FT.	LIN. FT.	EACH	EACH
A	48	10	8	0.00	1.479	51,779.80	768.00	511.00	0
B	28	9	0	8.362	2.613	28,464.60	696.00	381.0	140.0
TOTALS	76	19	8	8.362	4.092	80,244.40	1,464.00	892.0	140.0
UNITS	EACH	EACH	EACH	MILE	MILE	LIN. FT.	LIN. FT.	EACH	EACH

NOTES: 1. ALL BRIDGES TO BE STRIPED 2. VANDAL RESISTANT HARDWARE ~~REQUIRED~~ ON ALL ~~SIGNS~~ ~~SIGNS~~

7. Compare all quantities listed in the Summary of Quantities to the quantities listed in the corresponding schedules. Spot check the quantities in the schedules by rechecking the totals. For every item in the schedules with a Station Number. Check the Plan Profile station numbers to make sure the station numbers match. See **FIGURE 5-2.**

8. Using the sheet index of the ½ scale plans check to see that every sheet that is listed in the sheet index is also included in the plan set.
9. Using a list of all updated standards check all standards against their revision dates to make sure they are the most current standards. See specific agencies website for list of updated standards.
10. If Striping is included. Randomly check areas of passing sight distances and striping totals. Also check begin and end station numbers. See **FIGURE 5-3.**

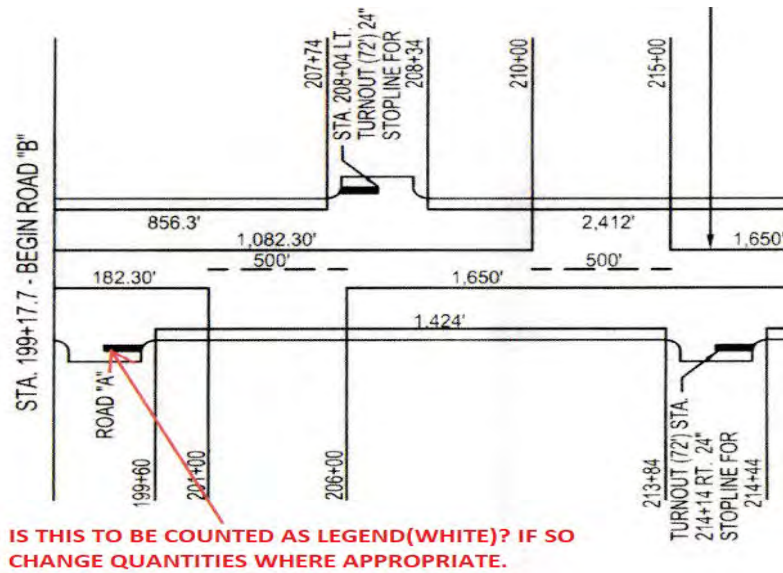


FIGURE 5-3-Spot check striping.

4" THERMOPLASTIC SKIP YELLOW	= 2.613 MI.
4" THERMOPLASTIC CONTINUOUS YELLOW	= 28,464.60 LIN. FT.
THERMOPLASTIC LEGEND (WHITE)	= 696.00 LIN. FT.
4" THERMOPLASTIC CONTINUOUS WHITE	= 8.362 MI.
REFLECTIVE MARKERS (YELLOW)	= 381.00 EA.
REFLECTIVE MARKERS (CLEAR)	= 140.00 EA.

11. Check the Traffic Control Sheet for correct construction placement against Sheet No. 1. Check for the begin and end Station Nos. Check for the North Arrow. See **FIGURE 5-4.**

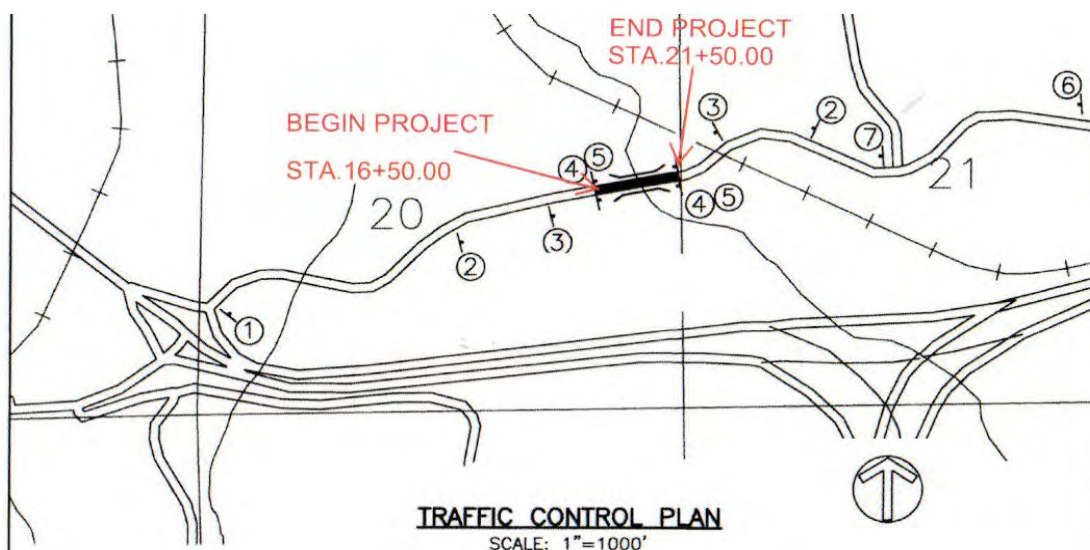


FIGURE 5-4- The Traffic Control Sheet number should also be include in document SP 901-S-618.

12. Make sure the Typical Section sheet and the Plan Profile sheets adhere to the State Aid sample plans. Always recalculate Bridges and Box Bridges Center line lengths on the Bridge Sheets and Plan/Profile Sheets. See **FIGURE 5-5**. Also spot check Hydraulic data/ Box Bridge schedule to make sure it matches the information on the plan/profile sheet. This step ends the **Courtesy Plan Review**.

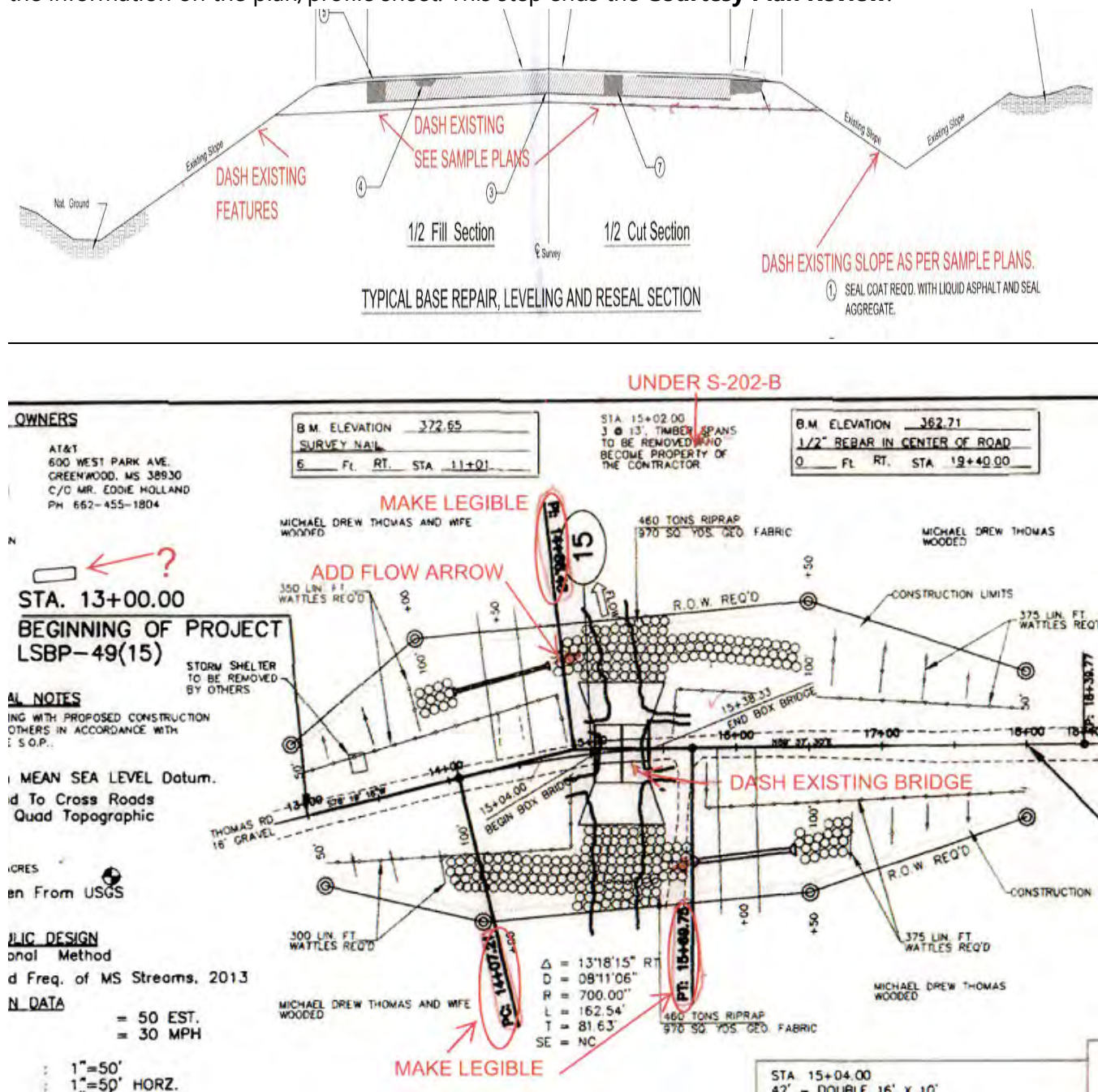


FIGURE 5-5- 1/2 Scale Plan Sheets should be constructed as close to the layout of the State Aid sample plans as possible.

13. Check the front of each Contract Documents Book (Green Book) for the County Engineer's Seal and that all information is filled out correctly.

14. Check the Table of Contents against the one attached to the marked Office Review set of plans. The Table of Contents contains the list of documents that are not marked through on the marked-up

Table of Contents. See below sample of marked through Table of Contents (Top) and the one created for the Contract Documents. (Bottom)

(3-11-2020)

OFFICE OF STATE AID ROAD CONSTRUCTION

STATE AID PROJECT NO. SAP-26(73)

Holmes COUNTY

MISSISSIPPI STANDARD SPECIFICATIONS FOR STATE AID ROAD AND BRIDGE CONSTRUCTION, 2004 EDITION

TABLE OF CONTENTS

Section 900	Notice of Advertisement
Special Notice To Bidders	Construction Safety and Health Standards
Notice To Bidders No. 1	Bidding Requirements and Conditions
Notice To Bidders No. 2	High Voltage Overhead Lines
Notice To Bidders No. 3	Specialty Items
Notice To Bidders No. 5	Status of Utility Adjustments and Right of Way Acquisition
Notice To Bidders No. 5-LSBP	Status of Utility Adjustments and Right of Way Acquisition
Notice To Bidders No. 6	Petroleum Products Base Prices for Contract
Notice To Bidders No. 7 (Rev. 01-20-2020)	Payments to Subcontractors (With OCR-484-SA)
Notice To Bidders No. 8 (Rev. 11-08-2011)	Errata and Modifications to the 2004 Edition of the Standards Specifications for State Aid Road and Bridge Construction

(3-11-2020)

OFFICE OF STATE AID ROAD CONSTRUCTION

STATE AID PROJECT NO. SAP-26(73)

HOLMES COUNTY

MISSISSIPPI STANDARD SPECIFICATIONS FOR STATE AID ROAD AND BRIDGE CONSTRUCTION, 2004 EDITION

TABLE OF CONTENTS

Section 900	Notice of Advertisement
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Notice To Bidders No. 5	Status of Utility Adjustments And Right-of-Way Acquisition
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Notice To Bidders No. 7 (Rev. 01-20-2020)	Payments To Subcontractors (With OCR-484-SA)
Notice To Bidders No. 8 (Rev. 11-08-2011)	Errata and Modifications to the 2004 Edition of the Standard

15. Make sure the items that are listed on the Table of Contents are in the Contract Documents Book. Make sure all documents are current ones. Each reviewer should have a book of all updated contract documents. For documents needing further review See "Special Attention Documents" sheet in back of Guide.

16. With the ½ scale plans and the **Section 900-Notice to Contractors** check the bid announcement (Heading) to insure the type of construction, length of project (net length), road name, county name & project number are correct. Those 5 things must be include in the heading. See **FIGURE 5-6**

<u>NOTICE TO CONTRACTORS:</u>	<u>SECTION 900</u>
Sealed bids will be received by the Board of Supervisors of Holmes County, Mississippi at the Holmes County Courthouse, Lexington, Mississippi, until on the day of and shortly thereafter publicly opened for the construction of 0.051 miles of BOX BRIDGE AND APPROACHES on the ELLIS ROAD being known as Project No. SAP-26(73) in HOLMES CO., Mississippi.	

FIGURE 5-6- Heading of the Section 900-Notice to Contractors

17. Using the Summary of Quantities sheet from the ½ scale plans. In most cases will be sheet no. 2. Make sure the pay item description, the quantities and unit of measure are listed exactly in the same order in the Section 900 as they are in the Summary of Quantities. See **FIGURE 5-7.** Also be sure the number of working days (contract time) is shown and that it is in agreement with the Green Book Cover.

PAY ITEM	TOTAL QUANTITY		UNIT	
	PLAN	FINAL		
MOBILIZATION				
ROADWAY ITEMS				
MOBILIZATION	LUMP SUM		LUMP SUM	
CLEARING AND GRUBBING	LUMP SUM		LUMP SUM	
REMOVAL OF BRIDGE AT STATION 16+00.00	1.00		UNIT	
UNCLASSIFIED EXCAVATION (F.M.)	100.00		CUBIC YARD	
BORROW EXCAVATION (F.M.E.) (CONTRACTOR FURNISHED) (CLASS 9)	3,399.00		CUBIC YARD	
STRUCTURE EXCAVATION	471.00		CUBIC YARD	
GEOTEXTILE FABRIC STABILIZATION (TYPE III) (AOS 0.21-0.43)	157.00		SQUARE YARD	
TEMPORARY STREAM DIVERSION	1.0		EACH	
CRUSHED STONE (LVM) (610 LIMESTONE)	88.00		CUBIC YARD	
MIXING, SHAPING, AND COMPACTION	185.00		SQUARE YARD	
HOT MIX ASPHALT, 5T, 12.5MM	88.00		TON	

ROADWAY ITEMS:	SECTION 900		
MOBILIZATION	LUMP SUM		LS
CLEARING AND GRUBBING	LUMP SUM		LS
REMOVAL OF BRIDGE @ STA 16 + 00.00	1.000		UN
UNCLASSIFIED EXCAVATION (FM)	100.000		CY
BORROW EXCAVATION, (F.M.E.)	3,399.000		CY
CONTRACTOR FURNISHED, (CLASS 9)			
STRUCTURE EXCAVATION	471.000		CY
GEOTEXTILE FABRIC STABILIZATION	157.000		SY
(TYPE III) (AOS 0.21 - 0.43)			
TEMPORARY STREAM DIVERSION	1.000		ea
CRUSHED STONE (LVM) (610 LIMESTONE)	88.000		CY
MIXING, SHAPING AND COMPACTION	185.000		SY

FIGURE 5-7- Pay item descriptions, quantities, and unit of measures comparison of the Section 900-Notice to Contractors & ½ Scale Plans. These items should list in identical order. The Section 900-Notice to Contractors do not have pay item numbers.

18. Check the Basis of Award Section of the Section 900-Notice to Contractors to insure that all required information is included. Make sure that State Aid's address is correct. **Note:** Federal projects require statement concerning minimum wage rates. Also in counties with population of 20,000 or more include Electronic Bidding information. See **FIGURE 5-8.**

NOTICE TO CONTRACTORS:

CONTRACT TIME: 300 Working Days

BASIS OF AWARD

The award, if made, will be made to the lowest qualified bidder on the basis of published quantities.

The attention of the BIDDER is directed to the State and Federal laws governing selection of and employment of labor.

MINIMUM WAGE RATES for this project have been predetermined by the Secretary of the the Department of Labor in accordance with threuirements of Federal regulations governing the expenditure of FEDERAL AID HIGHWAY FUNDS and are set out in the labor regulations contained in the proposal.

↑ minimum wage statement

The Board of Supervisors hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

PLANS AND SPECIFICATIONS are on file in the Office of the Chancery Clerk of Lowndes County, the County Engineer's office and the Office of the State Aid Engineer, 412 E. Woodrow Wilson Ave. , Jackson, Mississippi. This project shall be constructed in accordance with the latest edition of the Mississippi Standard Specifications for State Aid Road and Bridge Construction.

PLANS AND PROPOSALS may be secured from Robert L. Calvert, County Engineer for Lowndes County, Mississippi, P. O. Drawer 1078, West Point. The Cost is seventy-five dollars (\$75.00) for plans and seventy-five dollars (\$75.00) for the proposal, non-refundable

↓ Electronic bidding info

Official bid documents can be downloaded from Central at www.centralbidding.com. Electronic bids can be submitted at www.centralbidding.com. For any questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.

Certified check or bid bond for five percent (5%) of the total bid, made payable to Lowndes County and the State of Mississippi must accompany each proposal.

Bidders are hereby notified that any proposal accompanied by letters qualifying in any manner the condition under which the proposal is tendered will be considered an irregular bid and such proposal will not be considered in making the award.

FIGURE 5-8- SECTION 900-Notice to Contractors Basis of Award statement, Minimum wage statement & Electronic Bid Info.

19. With the ½ scale plans and the **Section 902-Proposal Sheet** check the bid announcement (Heading) to insure the type of construction, length of project (net length), road name, county name & project number are correct. Those 5 things must be include in the heading. Using the Summary of Quantities sheet from the ½ scale plans. In most cases will be sheet no. 2. Make sure the pay item numbers, pay item descriptions, the quantities and unit of measures are listed exactly in the same order in the **Section 902-Proposal Sheet**. Also be sure the number of working days (contract time) is shown and that it is in agreement with the Green Book Cover. Use the same procedure as in step No. 17. However; in this step we will include the comparison of the listing of the pay item numbers. See **FIGURE 5-9.** **Note: The pay items in the Summary of Quantities, Section 900, and Section 902 should all be identical in their listings.** Make sure the Section 902 Proposal is in the proposal jacket.

SECTION 902
PROPOSAL SHEET (2-A)

PROJECT NO. SAP-26(73)
HOLMES COUNTY, MISSISSIPPI

For the construction of: **BOX BRIDGE AND APPROACHES** on 0.051 mile(s) of county road known as **ELLIS RD.** in **HOLMES CO.**, Mississippi under State Aid Project No. **SAP-26(73)**.

I (We) agree to complete the entire project within 90 Working Days.

*****SPECIAL NOTICE TO BIDDERS*****

BIDS WILL NOT BE CONSIDERED UNLESS BOTH UNIT PRICES AND ITEM TOTALS ARE ENTERED

Ref. No.	Pay Item No.	Description	Approx. Quantity	Unit	Unit Price		Item Total	
					Dollars	Cents	Dollars	Cents
Roadway Items								
1	S-200-A	MOBILIZATION	Lump Sum	LS	XXXXXXXXXX	XXXXXXXXXX		
2	S-201-A	CLEARING AND GRUBBING	Lump Sum	LS	XXXXXXXXXX	XXXXXXXXXX		
3	S-202-B	REMOVAL OF BRIDGE @ STA 16 + 00.00	1.000	UM				
4	S-203-A	UNCLASSIFIED EXCAVATION (FW)	100.000	CY				
5	S-203-B	BOROW EXCAVATION (F.W.S.) CONTRACTOR FURNISHED, (CLASS 9)	3,399.000	CY				
6	S-206-A	STRUCTURE EXCAVATION	471.000	CY				
7	S-232-A	GEOTEXTILE FABRIC STABILIZATION (TYPE III) (AOS 0.21 - 0.43)	157.000	SY				
8	247-A	TEMPORARY STREAM DIVERSION	1.000	ea				
9	S-304-C	CRUSHED STONE (LVM) (610 LIMESTONE)	86.000	CY				
10	S-310-D	MIXING, SHAPING AND COMPACTION	185.000	SY				

FIGURE 5-9-SECTION 902 Proposal Sheet. Note: The pay items in the Summary of Quantities, Section 900, and Section 902 should all be identical in their listings.

19(A). Also be sure that any alternates or prime choices are shown correctly. See sample 902 format for compliance. There should be one in your Design Memos. All pay items, whose unit is lump sum, should have the unit price area X-out. See **FIGURE 5-10**. Pay item S-618-A should show a unit price of 10.00 and an item total of 0.00. Pay item S-803-B should show a unit price of 4,000.00 and an item total of 0.00. Subtotals are required in the Section 902 for Roadway Items, Erosion Control Items, Bridge Items (if more than one bridge; each bridge will have a subtotal. Then we will have a subtotal of Bridge Item) & subtotal Box Bridge items. The last entry of the section 902 should be "Total Bid". See **FIGURE 5-10A**

15	S-617-A	RIGHT-OF-WAY MARKERS (TYPE I)	4.000	EA				
16	S-618-A	MAINTENANCE OF TRAFFIC	Lump Sum	LS	XXXXXXXXXX	XXXXXXXXXX		
17	S-618-B	ADDITIONAL CONSTRUCTION SIGNS	0.000	SF	10	00	0	00

FIGURE 5-10- All pay items, whose unit is lump sum, should have the unit price area X-out.

SECTION 902
PROPOSAL SHEET (2-B)


PROJECT NO. LSBP-18(21)
FORREST COUNTY, MISSISSIPPI

Ref. No.	Pay Item No.	Description	Approx. Quantity	Unit	Unit Price		Item Total	
					Dollars	Cents	Dollars	Cents
19	S-815-E	GEOTEXTILE UNDER UNDER RIPRAP, TYPE V, AOS 0.21-0.43	202.000	SY				
					Subtotal Erosion Control Items			
BOX BRIDGE ITEMS								
20	901-S-804-B	BOX BRIDGE CONCRETE, CLASS "BB"	154.747	CY				
21	S-805-A	REINFORCEMENT	27,937.000	LB				
					SUBTOTAL BOX BRIDGE ITEMS			
					Total Bid			

FIGURE 5-10A- Sample of Section 902. Each pay item should have a reference number.

20. Once all needed corrections on the plan sheets and document pages are marked in red. (**Make all notes as legible as possible**). Once you feel all the needed discrepancies has been found and marked. Give the Pre-Assembly to someone else in Roadway Review to review your finding. The other reviewer will return the Pre-Assembly to you after they agree with the finding. Prepare to request the corrections/Final Assembly.

21. In requesting the Final Assembly: scan the sheets that have the needed marked corrections. Place the scanned documents in a file named with the Project Number and County Name. Fill out the **Electronic Corrections Request Page**. See **FIGURE 5-11**.


ELECTRONIC CORRECTIONS REQUEST PAGE
ECRP

PROJECT NUMBER _____

DATE: _____

INSTRUCTIONS:

- 1). THE ENCLOSED DOCUMENTS DENOTE PLAN SHEETS & DOCUMENT PAGES THAT NEED CORRECTIONS.
- 2). PLEASE ADDRESS THE AREAS MARKED WITH **RED INK** AND MAKE THE NEEDED CORRECTIONS.
- 3). AFTER MAKING THE NEEDED CORRECTIONS; MAIL CORRECTED SHEETS AND PAGES TO STATE AID C/O Roadway Review.

The Final Assembly consists of

- 3 sets of ½ scale plans. 2 with standards and 1 without standards.
- 3 sets of Contract Documents
- 1 set of the corrected Plan Sheets and 1 set of corrected Contract Documents pages.

Do not e-mail the corrected sheets and pages unless asked to do so.

Please note: If you make any changes other than the ones requested: please let me know.

General Information

- EFLH-, APL-, AHL- and DECD- Projects: Requires 1 more set of ½ scale plans w/standards & 1 more set of contract documents.
- County Force Projects requires the normal 5 sets of ½ scale plans; it only requires 3 sets of contract documents.
- Federal Projects that has a disturbed area of 5 Or more acres will require an extra set of ½ scale plans w/standards.

Otis T. Williams - Roadway Review/State-Aid
Assembly Manager

601-359-7227
owilliams@osarc.ms.gov

OSARC- ECRP 2020.

FIGURE 5-11- Electronic Corrections Request Page give the County Engineer instructions on how to complete and submit the Final Assembly to State Aid.

22. Add the **ECRP** as the cover page of the scanned documents. Drop the file into the Assembly Review Power App and send it to the County Engineer of the project. Wait for Final Assembly.

23. (Final Assembly comes to Roadway Review.) Make sure the Final Assembly consists of:

- 3 sets of Contract Documents
- 3 sets of ½ Scale Plans. (2 w/standards, 1 without Standards)
- 1 set of the corrected sheets to go into the Preliminary Assembly Plan Sheets & Green Books.

24. Check the corrected sheets against the sheets you requested corrections for.

25. Once corrections are approved. Insert the corrected sheets into the appropriate Plans and/or Book.

26. On the top right hand corner of the ½ scales, write the name of the agency to receive that set. State Aid, Engineer, and Chancery Clerk receives the sets with standards, MRBA and MDOT Lab receives the sets without standards. An extra ½ scale is for Thompson Engineering to review Storm Water Pollution Prevention Plan if a project has a disturbed area of 5 or more acres. EFLH-, APL-, AHL- and DECD- projects require 1 - extra ½ scale plan to FHWA for APL-, AHL- and to DECD for DECD- projects. See **FIGURE 5-**

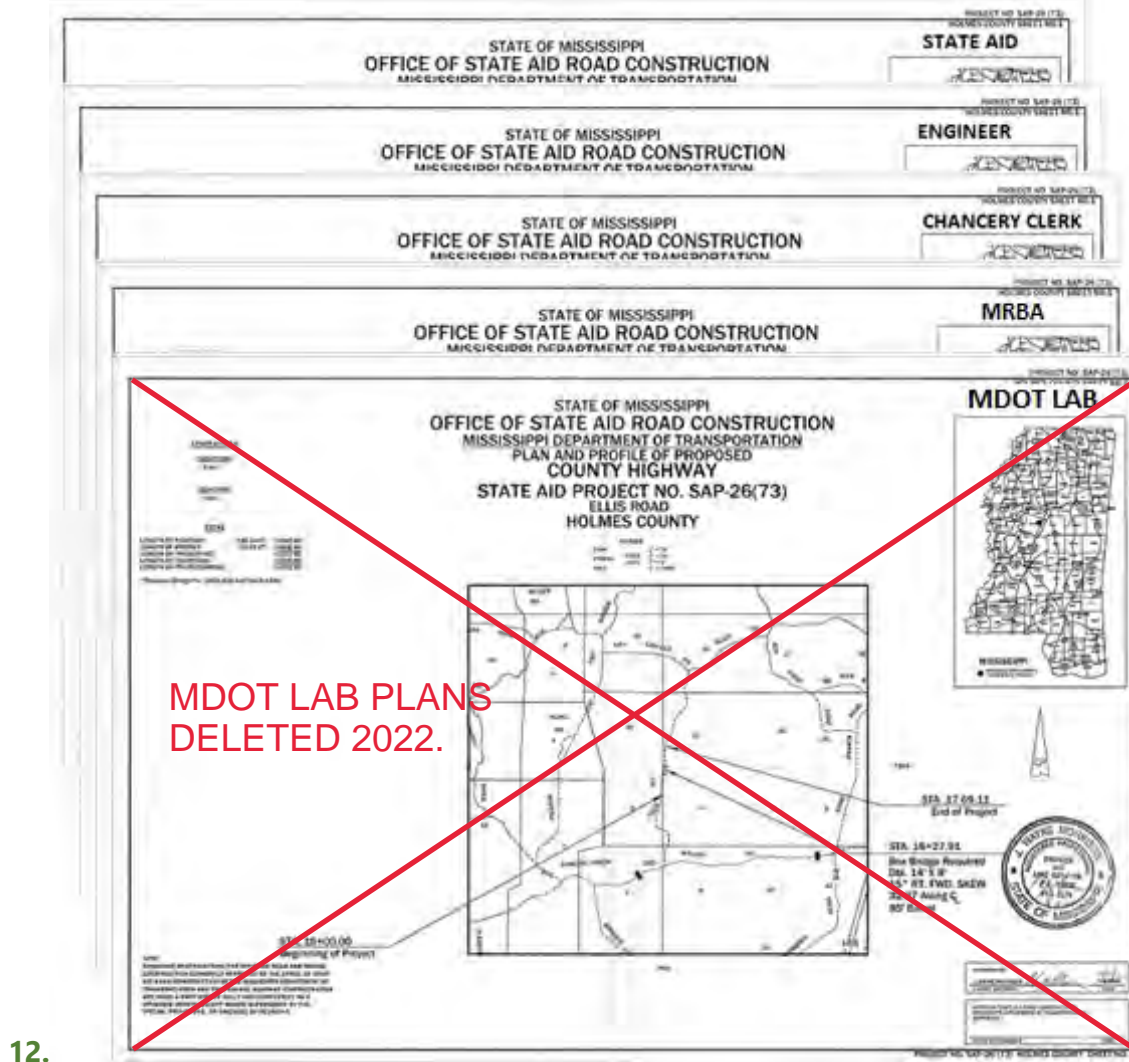


FIGURE 5-12- A regular State Aid Project (Assembly) require 4 sets of ½ Scale Plans 3 w/Standards; 1 without Standards. For other Projects with different funding see step 26.

27. On the top right hand corner of the contract documents, write the name of the agency to receive that set. MDOT Lab does not receive one. See **FIGURE 5-13.**

STATE AID

Office of State Aid Road Construction
Jackson, Mississippi

ENGINEER

Office of State Aid Road Construction
Jackson, Mississippi

CHANCERY CLERK

Office of State Aid Road Construction
Jackson, Mississippi

MRBA

Office of State Aid Road Construction
Jackson, Mississippi
and
Board of Supervisors
Holmes County

PROPOSAL AND CONTRACT DOCUMENTS

FOR THE CONSTRUCTION OF

State Aid - Federal Aid Project No. (Strike out if no Federal Funds Included) SAP-26(73)

Being a Section of County Road Ellis Road, Bridge #106

On Route No. _____

In Holmes County Mississippi

Type of Construction Replace bridge with box culvert + Approaches

Net Length 0.045 Miles _____

Gross Length 0.051 Miles _____ Contract Time 90 Working Days

By _____

Address _____

Surety _____

Note

Standard Specifications for State Aid Road and Bridge Construction currently approved by the Office of State Aid Road Construction and the Federal Highway Administration are made a part hereof fully and completely as if attached hereto, except where superseded by the Special Provisions, or amended by revisions.

FIGURE 5-13- A regular State Aid project requires 4 sets of Contract Documents in a complete Assembly. County Force Projects requires only 3 sets of Contract Documents.

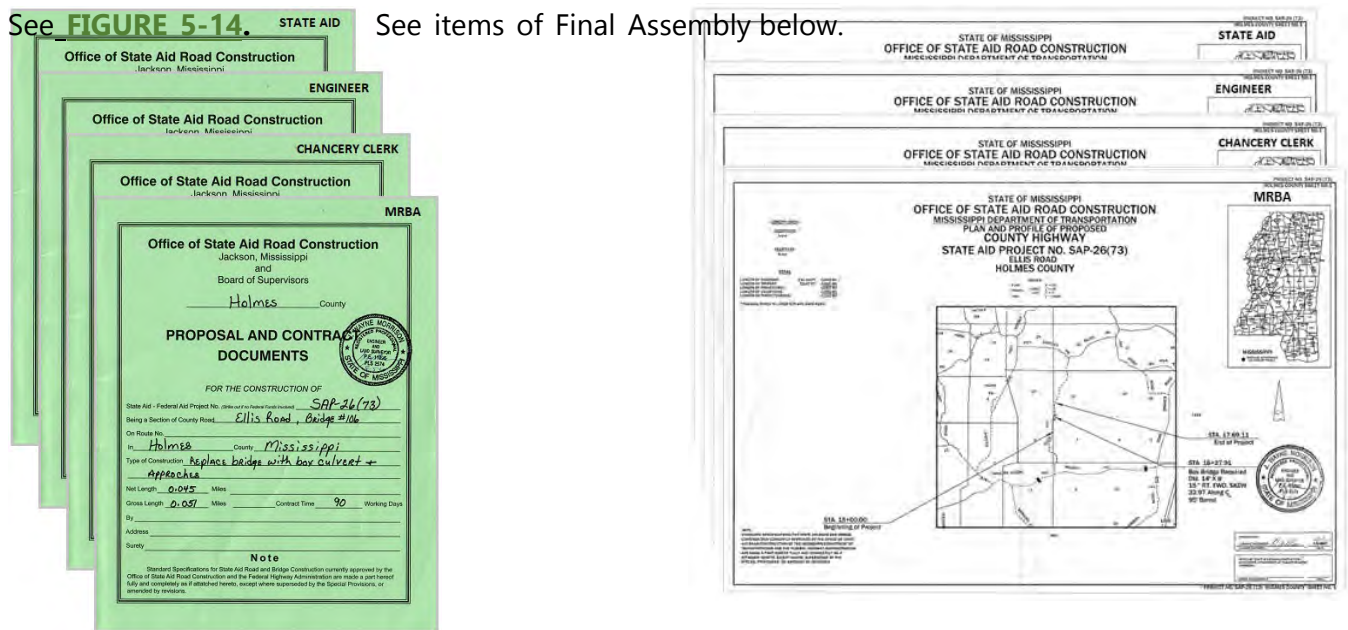
28. Make sure that each set of ½ scale Plans and set of Contract Documents contains all the sheets listed on the Index Sheet and listed in the Table of Contents.

29. Take a set of plans and the Engineer's Estimate to whoever prepares the State Aid Preliminary Estimate. Proof the Estimate by checking the unit prices from the marked estimate and check the quantities against the Summary of Quantities from the ½ Scale Plans. Send the marked estimate to the files.

30. Once the Preliminary Estimate is correct, complete the Assembly Status Record sheet and check off the items to be updated when the bid date is set. Fill in all the relevant blanks. (I. E. All Dates, & TOTAL ESTIMATE COST OF PROJECT.)

31. Make 5 copies of the Section 900 Notice to Contractors and 3 copies of the Preliminary Estimate. Along with the Assembly Status Record sheet and the complete Assembly take them to the District Engineer's office. Also return the marked Office Review Plans. Log the date the completed Assembly is taken to the District Engineer's office into the Assembly Review Power App. Review finished

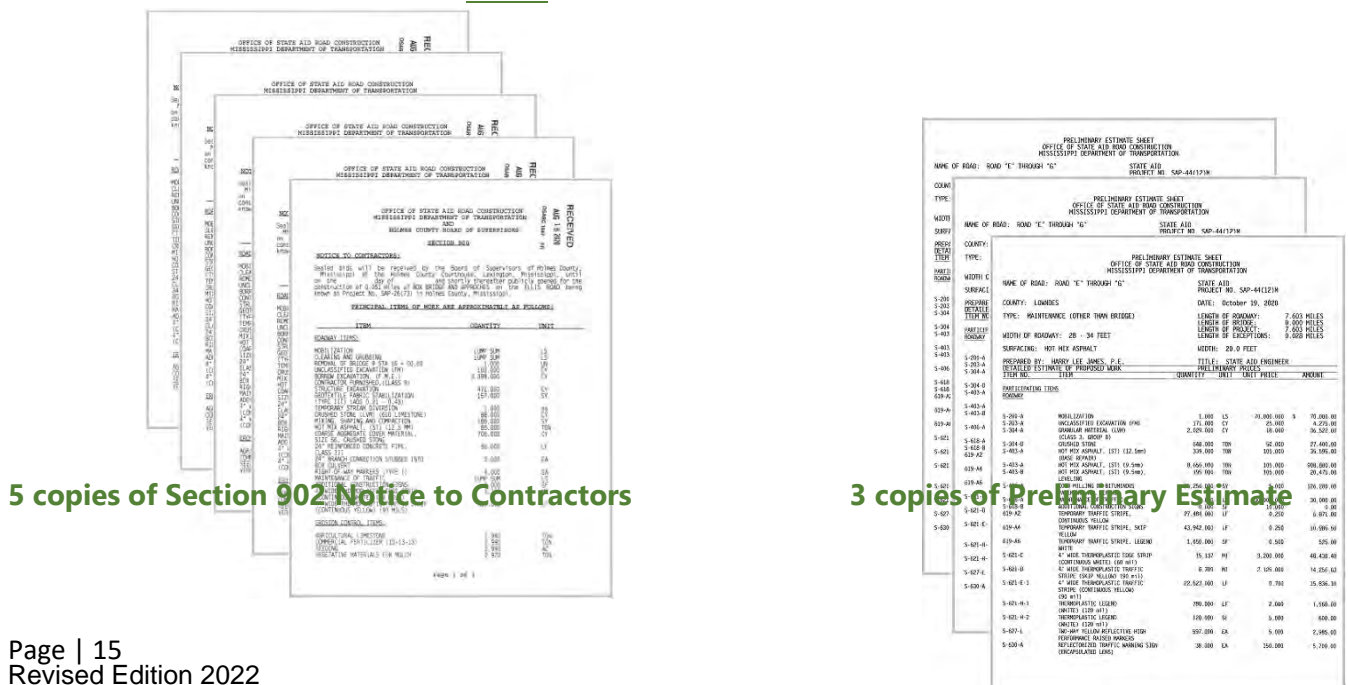
See **FIGURE 5-14.** See items of Final Assembly below.



4 sets of Contract Documents

4 sets of ½ Scale Plans

FIGURE 5-14- FINAL COMPLETE ASSEMBLY



5 copies of Section 902 Notice to Contractors

3 copies of Preliminary Estimate

Special Attention Documents

If the following documents are listed on the Table of Contents of the Contract Documents. Review them as directed.

1. Form FHWA-1273

Make sure to include supplement form FHWA-1273 attachment **Title 46-Shipping**. (Federal Project)

2. Notice to Bidders No. 3 - Specialty Items

Check this sheet for completeness. It will contain the specialty items (items that will be sublet). These are items of work that the contractor will not do. Usually these items includes but are not limited to striping and signing items, erosion control, & Guardrail. According to the Spec. book these items cannot exceed 60 percent of the original contract price.

3. Notice to Bidders No. 5 - Status of Utility Adjustments and Right of Way Acquisition

Make sure the Utilities listed on this form are exactly the ones listed on Sheet number 3 of the plans.

4. Notice to Bidders No. 7 - Payments to Subcontractors (with OCR-484-SA)

Make sure form OCR-484-SA is inserted.

5. Notice to Bidders No. 13 - Railroads and Contractor Responsibility

Make sure Railroad Company and Contact information is included.

6. Notice to Bidders No. 15 - Hot Mix Asphalt Pavement Safety Edge

If any other asphalt other than Pay Item number S-403-A is used; replace S-403-A with the pay item number of the other type. (Ex. 901-S-403-D)

7. SS 901-107-1 - Storm Water Pollution Prevention Plan

Make sure the acreage of Disturbed Area in the narrative of this document is the same acreage listed on Sheet No. 3 of the plans. If the Disturbed acreage is 5 acres or more make sure the Documentation and Compliance Statement is added to the narrative. Also include the Certificate of Permit Coverage from DEQ.

8. SP-901-S-618-1 - Supplement to Traffic Control Plan

Make sure this document contains the project number and county name. In the narrative make sure the sheet no. of the ½ scale plans that contains the Traffic Control Plan is correct. Also check for the name of the responsible person.

9. Form SAA-1 - Non-Collusion Affidavit

Make sure this form is duplicated. (2 copies). **Form FAA-2**; if Federal Project.



Office of State Aid Road Construction
(Jackson, Mississippi)

ENGINEER

Office of State Aid Road Construction
(Jackson, Mississippi)

CHANCERY CLERK

Office of State Aid Road Construction
(Jackson, Mississippi)

MRBA

Office of State Aid Road Construction
Jackson, Mississippi
and
Board of Supervisors

_____ Holmes _____ County

**PROPOSAL AND CONTRACT
DOCUMENTS**

FOR THE CONSTRUCTION OF

State Aid - Federal Aid Project No. _____ SAR-26(73)
Being a Section of County Road, Ellis Road - Bridge #106

On Route No. _____ County Mississippi

Type of Construction Replace bridge with box culvert +
Approach

Net Length 0.045 Miles
Gross Length 0.051 Miles Contract Time 90 Working Days

By _____
Address _____
City _____

Note

Standard Specifications for State Aid Road and Bridge Construction currently approved by the
Office of State Aid Road Construction and the Federal Highway Administration are made a part hereof
fully and completely as if attached hereto, except where superseded by the Special Provisions, or
amended by variations.

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