

CONTRACT FILE INDEX

Financial Project ID _____ Proposal/Contract ID _____

ATTACHMENTS (check if included or list expected date of transmittal to Central Office)

- _____ Calendar Days Recommendation
- _____ Preliminary Engineering Certification*
- _____ Utility Certification
- _____ Status of Environmental Certification (**Form 650-050-13** (Federally-Funded Project) or **650-050-14** (State-Funded Project))
- _____ Permit Transmittal Memo**
- _____ Railroad Clear Letter
- _____ FDOT/FGT Encroachment Agreement
- _____ Certificate for Construction (**Form 575-095-05**)
- _____ Executed copy of MMOA for Projects with Patterned Pavement
- _____ Approval if SP0080701B Computation of Contract Time is used.
- _____ Landscape Exception Approval per Engineering and Operations Bulletin 13-1

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- No Yes Project exempt from FHWA oversight under agreement dated November 15, 2012*
 - No Yes Right of Way Certification was mailed to State R/W Administrator
 - No Yes N/A Local Funds Agreement sent to Office of Comptroller
 - No Yes N/A Local Funds Sent to Office of Comptroller
 - No Yes N/A Project is Federally Funded off the State Highway System, requiring a Maintenance Agreement.
If yes, a Maintenance Agreement (Number _____) was executed on _____ . A copy is available upon request.

* Include if federally funded.

** Must have District Secretary Approval if Permits are not received by Authorization (*Federally Funded Projects Only*).

Note: If project is federally funded and has a state funded "Goes With", please provide the same documentation as required for a federally funded project.

Name: _____

Date: _____

Print Name of Project Manager/Other Title

REMINDER

PROCESS:

1. Organize attachments in the order listed.
2. Show the number of Maintenance Agreements (Federal funds – off the State Highway System).
3. Show anticipated date of arrival on any item not included in package.
4. The ***Status of Environmental Certification*** must be completed on all federally and state funded projects. For federally funded projects, use the Status of Environmental Certification for Federal Project, Form #650-050-13. For state funded only, non-federal eligible (NFE) projects, use the Status of Environmental Certification for State Funded Project, Form #650-050-14. On federally funded projects that are strung with NFE projects the entire project contract becomes federalized. This means that both the state funded project and the federally funded project must comply with all applicable federal laws, rules and regulations related to the federalized contract. In addition, the federally funded project is to be the lead project.

Regarding federal environmental compliance under NEPA, the project limits of the approved final environmental document will control the scope of compliance with NEPA requirements. NEPA requirements (including staging areas and Contractors' off-site activities) must only be met for that portion of the project included within the "logical termini" as described in the NEPA document associated with the federally funded portion of the federalized contract.

NOTE: The Contract File Index is an integral part of the Transmittal of Plans, Specifications and Estimates Package.