

Unifier Guidance for Transmittal, Requests for Information, Request to Sublet, Material / Construction Submittal, Survey Request Records

(Examples listed below are not exhaustive)

- 1) **Transmittals (V2)** (Communication Sent and Received, anything not requiring acceptance/approval)
 - a. **General Transmittal**
 - Miscellaneous
 - Other
 - b. **Statement**
 - Weekly Statement of Working Days
 - Other Statement
 - c. **Letter**
 - Serial Letter – Response Required
 - Serial Letter – No Response Required
 - Other Letter
 - d. **Notice**
 - Notice to Proceed
 - Order to Suspend Work 421-006
 - Order to Resume Work 421-007
 - Substantial Completion
 - Physical Completion
 - Contract Completion
 - Materials Certification Memo
 - Tax Rate (FICA, SUTA, FUTA)
 - Other Notice
 - e. **List**
 - Contractor Personnel List
 - Subcontractor List
 - WSDOT Personnel List
 - Other List
 - f. **Progress Estimate**
 - Monthly Pay Estimate
 - Comparison of Quantities
 - Sales Tax Summary
 - Other
 - g. **Change Order Documentation**
 - Executed Change Order
 - Executed Minor Change Order
 - Other CO Document
 - h. **Meeting Agenda**
 - Pre-Construction Meeting
 - Deck Pre-Pour Meeting
 - Other Meeting
 - i. **Request**
 - Request for Weather Days
 - Request for Suspension of Working Days
 - Materials on Hand Request
 - Other Request

j. Claims & Disputes

- Claims & Disputes Documentation
- Third Party Damage Reports
- Other

k. Report

- Prime Contractor Performance Report
- Other Report

2) **Requests for Information** (see Standard Specifications 1-05.1(2) Requests for Information (RFI), for more detail)

a. Missing Information

b. Clarification

c. Request for Change, RFC – Construction Deficiency/ Repair Procedure

d. Request for Change, RFC – Material Substitution

e. Request for Change, RFC – Other (Example RFC – Other: Condition of Award Change)

3) **Request to Sublet**

a. Request to Sublet Work (RTS) DOT Form 421-012 to be filled out directly in Unifier.

(Note: You do not need to attach the DOT Form 421-012)

b. Certification for Federal-Aid Projects DOT Form 420-004 must be submitted with the RTS for each Subcontractor or Lower Tier Subcontractor on all Federal-Aid projects.

4) **Material Submittals** (Anything requiring acceptance/approval by WSDOT, and reviewed by Materials Documentation Engineer in the project office)

Note: Material Submittal selections: Bid Item/ Material Submittal Type/ Material Acceptance Documents; for multi-item Material Submittals, select first Bid Item on the Materials Submittal Main Form, and additional Bid Items on the Bid Items Tab.

a. Material Submittal Types

- RAM
- QPL
- General Materials

b. Materials Acceptance Documents

- Cat Cuts
- CMO (**Note:** for Build America/ Buy America (BABA) CMO, see Construction Submittals)
- Mill Cert
- MCC
- Test Reports
- Tickets
- Other

5) **Construction Submittals** (Anything requiring acceptance/approval by WSDOT)

Note: Construction Submittal selections in parenthesis: (Bid Item if appropriate/ Construction Submittal Type); for multi-item Construction Submittals, select first Bid Item on the Construction Submittal Main Form, and additional Bid Items on the Bid Items Tab.

a. Bar Schedule (Bid Item/Drawings & Plans)

b. Bridge Deck Curing (Bid Item/Drawings & Plans)

c. Build America/ Buy America (BABA) CMO (Payment Record)

d. Change Order Authorized Signatures (General Requirements)

e. Change Order Proposals – VECP (Drawings & Plans)

- f. **Concrete Mixing Plan** (Bid Item/Drawings & Plans)
- g. **Contractor Provided Survey Documentation** (Bid Item/Drawings & Plans)
 - For bid items Roadway Surveying and Structure Surveying
 - Includes Detailed Survey Records: calculations, staking data, computed elevation working drawings
- h. **DBE/ FSBE/ MSVWBE Good Faith Effort documentation** (OEO¹/EEO)
- i. **E-Ticketing Plan** (Bid Item/Drawings & Plans)
- j. **Emergency Contacts** (General Requirements)
- k. **ESC Lead Certification (optional)** (Bid Item/ Environmental)
- l. **Expansion Joint System** (Bid Item/Drawings & Plans)
- m. **Federal Aid Highway Construction Contractors Annual EEO Report** (OEO¹/EEO)
- n.
- o. **FCVC Authorization Signatures** (General Requirements)
- p. **Force Account Labor List** (Bid Item/Payment Record)
- q. **Force Account Equipment List, Invoices, and other documentation (optional)** (Bid Item/Payment Record)
- r. **FPCC Plan** (General Requirement)
- s. **Girder Erection Plan** (Bid Item/Drawings & Plans)
- t. **Lump Sum Breakdowns** (Bid Item/Payment Record)
- u. **Materials on Hand** (Bid Item/Payment Record)
- v. **MSVWBE Participation Plans** (OEO¹/EEO)
- w. **Primary DBE Truck Unit Listing Log** (OEO¹/EEO)
- x. **Progress Schedules** (Schedules)
- y. **Recycled Material Utilization Plan** (General Requirements)
- z. **Recycled Material Utilization Reporting** (General Requirements)
- aa. **Repair Procedures** (Bid Item/Drawings & Plans)
- bb. **Scale Certification** (Scale Certification)
- cc. **SPCC Plan** (Bid Item/Drawings & Plans)
- dd. **Shop Drawings** (Bid Item/ Drawings & Plans)
- ee. **TCS Reports** (Traffic Control - Reports)
- ff. **TESC Plan** (Environmental)
- gg. **Look Ahead Schedules** (Schedules)
- hh. **Traffic Control – Plans / Documents**
 - Traffic Control Adoption Letter (Traffic Control - Plans/Documents)
 - Flagging Cards (optional) (Traffic Control - Plans/Documents)
 - TCS Certification Cards (optional) (Traffic Control - Plans/Documents)
 - Contractor Proposed Traffic Control Plans (Traffic Control - Plans/Documents)
- ii. **Training Program/Trainee Approval Request** (Bid Item/OEO¹/EEO)

6) Survey Requests

- a. **Survey Type**
 - General Topo
 - Control Network
 - Alignment
 - Layout
 - Restaking
 - As-Built
 - ROW Limit
 - Sundry Site Plan
 - Land Plat
 - Ferry Terminal

- Utilities
- Scanning
- sUAS (Drone Flights)
- Other (Explain)

7) ***Items not in Unifier***

a. Prevailing Wage Intent and Affidavit (PWIA)

- Affidavit of Wages Paid
- Apprentice Utilization
 - o Utilization Plan
 - o Good Faith Effort Documentation
- Certified Payrolls (PWIA)
- Statement of Intent to Pay Prevailing Wage

b. Diversity Management Compliance System (DMCS)

- Daily DBE Truck Unit Listing Log (Contractor emails to OECR²)
- DBE Executed Subcontracts (Contractor emails to OECR²)
- Final DBE Payment Report (WSDOT emails to OECR²)
- Monthly Reports of Amounts Paid/ Credited (Contractor submits in DMCS)
- On-site DBE/MSVWBE interviews (WSDOT emails to OECR²)

¹ Submittal Category **OEO-EEO** to be revised to **OECR-EEO**

² Reflects the name change from Office of Equal Opportunity (OEO) to Office of Equity and Civil Rights (OECR)