

Guidance for Submitting Project Documentation in Unifier

(Requests for Information, Transmittals, Material / Construction Submittals, Request to Sublet, Nonconformance Reports, Survey Requests)

Note: Examples listed below are not exhaustive

Communication

Requests for Information

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

- **Clarification**
- **Missing Information**
- **Request for Change, RFC – Construction Deficiency/Repair** (*Contracts advertised after November 4th, 2024, see Nonconformance Report Business Process Bulletin #2024-07*)
- **Request for Change, RFC – Material Substitution**
- **Request for Change, RFC – Other (Example RFC – Other: Condition of Award Change)**

Transmittals (V2)

(Communication Sent and Received, not requiring acceptance/approval)

- **General Transmittal**
 - Miscellaneous
 - Other
- **Letter**
 - Serial Letter – Response Required
 - Serial Letter – No Response Required
 - Other Letter
- **List**
 - Contractor Personnel List
 - Subcontractor List
 - WSDOT Personnel List
 - Other List
- **Progress Estimate**
 - Monthly Pay Estimate
 - Comparison of Quantities
 - Sales Tax Summary
 - Other
- **Change Order Documentation**
 - Executed Change Order
 - Executed Minor Change Order
 - Other Change Order Document
- **Report**
 - Prime Contractor Performance Report
 - Other Report *e.g. ROM & Deficiency Report*
- **Statement**
 - Weekly Statement of Working Days
 - Other Statement
- **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 *e.g. FICA, SUTA, FUTA*
 - Other Notice
- **Request**
 - Request for Weather Days
 - Request for Suspension of Working Days
 - Materials on Hand Request
 - Other Request
- **Meeting Agenda**
 - Pre-Construction Meeting
 - Deck Pre-Pour Meeting
 - Other Meeting
- **Claims & Disputes**
 - Claims & Disputes Documentation
 - Third Party Damage Reports
 - Other

Submittals

Construction Submittals

(Requiring acceptance/approval by WSDOT)

Note: Recommended **Construction Submittal Type**. For Construction Submittals that are related to a specific Bid Item, **select the appropriate Bid Item on the main form** of the submittal; **for multi-item Construction Submittals**, select **additional Bid Items** on the **Bid Items** tab.

- **Drawings & Plans**
 - Bar Schedule
 - Bridge Deck Curing
 - Change Order Proposals – VECP
 - Concrete Mixing Plan
 - Contractor Provided Survey Documentation
 - For bid items Roadway Surveying and Structure Surveying, includes Detailed Survey Records: calculations, staking data, computed elevation working drawings
 - E-Ticketing Plan
 - Expansion Joint System
 - Girder Erection Plan
 - SPCC Plan
 - Shop Drawings
- **Environmental**
 - ESC Lead Certification (Optional)
 - TESC Plan
- **Payment Record**
 - Build America / Buy America (BABA) or Build America Requirements CMO
 - Force Account Labor List
 - Force Account Equipment List, Invoices, and other documentation (optional)
 - Lump Sum Breakdowns
 - Materials On Hand
- **Scale Certification**
 - Scale Certification
- **General Requirements**
 - Change Order Authorized Signatures
 - Emergency Contacts
 - FCVC Authorization Signatures
 - FPCC Plan
 - Recycled Material Utilization Plan
 - Recycled Material Utilization Reporting
- **OEO/EEO**
 - DBE/ FSBE/ MSVWBE Good Faith Effort documentation
 - Federal Aid Highway Construction Contractors Annual EEO Report
 - MSVWBE Participation Plans
 - Primary DBE Truck Unit Listing Log
 - Training Program/Trainee Approval Request
- **Schedules**
 - Progress Schedules
 - Look Ahead Schedules
- **Traffic Control – Plans / Documents**
 - Traffic Control Adoption Letter
 - Flagging Cards (Optional)
 - TCS Certification Cards (Optional)
 - Contractor Proposed Traffic Control Plans
- **Traffic Control – Reports**
 - TCS Reports
- **Scaleman's Daily**
 - Scaleman's Daily Report

Material Submittals

(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.

- **Material Submittal Types**
 - RAM
 - QPL
 - General Materials
- **Materials Acceptance Documents**
 - Cat Cuts
 - CMO (Note: for Build America/ Buy America (BABA) and Build America Requirements CMO, see Construction Submittals)
 - Mill Cert
 - MCC
 - Test Reports
 - Tickets
 - Other

Request to Sublet (*Enhancements Coming Summer 2025*)

- **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)
- **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.**
- **Executed Subcontracts to be submitted with the RTS for each Subcontractor or Lower Tier Subcontractor.**

Force Account Daily Report (FADR) (*Coming May 2025*)

(Updated business process for daily tracking of Force Account. Construction Bulletin expected April 2025)

- **Force Account Invoices to be submitted with the Force Account Daily Report for review and verification.**

Nonconformance Report

(For more detail on this business process, see Construction Bulletin #2024-07, Nonconformance Report Business Process)

- **Reporting of Nonconforming Work**

Survey Requests

- **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)

Items not submitted in Unifier

- ***Prevailing Wage Intent and Affidavit (PWIA)***
 - *Affidavit of Wages Paid*
 - *Apprentice Utilization*
 - *Utilization Plan*
 - *Good Faith Effort Documentation*
 - *Certified Payrolls (PWIA)*
 - *Statement of Intent to Pay Prevailing Wage*
- ***Diversity Management Compliance System (DMCS)***
 - *Daily DBE Truck Unit Listing Log (Contractor emails to OEO)*
 - *Final DBE Payment Report (WSDOT emails to OEO)*
 - *Monthly Reports of Amounts Paid/ Credited (Contractor submits in DMCS)*
 - *On-site DBE/MSVWBE interviews (WSDOT emails to OEO)*
 - *Monthly Retainage Report (WSDOT Form 272-065) (Contractor emails to OEO)*