

### Final Payment Checklist

Agency: \_\_\_\_\_

Project Number: \_\_\_\_\_

The below items shall be included in the submittal for final payment.

1. \_\_\_\_ One (1) signed and stamped statement from the Design Engineer stating that the project was designed according to MDOT or State Aid Standards, all permits were acquired, and the bidding and selection of a contractor was performed in accordance with State law.
2. \_\_\_\_ An original signed, certified Bid Tabulation for all bidders, including the engineer's construction estimate.
3. \_\_\_\_ A detailed evaluation of bids.
4. \_\_\_\_ One (1) copy of the **entire** Section 905 Proposal bid sheets for the awarded low bidder
5. \_\_\_\_ One (1) copy of the Sworn Proof of Publication.
6. \_\_\_\_ One (1) copy of the executed contract between the LPA and the **LPA's CE&I Engineer/Architect**.
7. \_\_\_\_ One (1) copy of all permits required for construction of the project. Examples include, but are not limited to, stormwater, permits approved by the Corps of Engineers, etc.
8. \_\_\_\_ One (1) copy of the Preliminary Engineering Contract and proof of payment to the consultant.
9. \_\_\_\_ One (1) copy of a letter stating the exact amount of funds being requested for construction and CE&I. See the ERBR website for a template of this letter.
10. \_\_\_\_ One (1) copy of the board minutes approving the award of the low bid project.

\_\_\_\_\_  
Signature - Chief LPA Official

\_\_\_\_\_  
Signature - LPA Professional

\_\_\_\_\_  
Printed Name - Chief LPA Official

\_\_\_\_\_  
Printed Name - LPA Professional