



MIAMI-DADE EXPRESSWAY AUTHORITY

3790 NW 21 St. // Miami, FL 33142

www.mdxway.com

MDX PROJECT FILING STRUCTURE

These are the minimum requirements for the MDX Project Filing Structure.

1.0 Procurement and Contract Documents:

1.1 Request for Proposal (RFP)

1.2 Pre-Proposal Conference

1.3 Addenda

1.4 Proposal Records

1.5 Notice of Award

1.6 Executed Contract and Notice to Proceed (NTP)

2.0 Construction Documents:

2.1 Communications

2.1.1 General Correspondence

2.1.1.1 MDX

2.1.1.2 Quality Control Consultant

2.1.1.3 Subcontractors

2.1.1.4 Utility Owners

2.1.1.5 Other Agencies

2.1.1.6 Other

2.1.2 Meeting Notes

2.1.2.1 Preconstruction Conference

2.1.2.2 Progress Meetings

2.1.2.3 Schedule Update Meetings

2.1.2.4 Other Meetings

2.1.3 Request for Information (RFI)

2.1.4 Transmittals

2.1.5 Emails

2.1.6 Faxes

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- 2.1.7 Public Record Requests
- 2.2 Change Management**
 - 2.2.1 Work Orders
 - 2.2.2 Cost Saving Initiative Proposals
 - 2.2.3 Time Extensions / Suspensions / Adjustments to Contract Time
 - 2.2.4 Field Changes to Plans
 - 2.2.5 Claims
 - 2.2.6 Supplemental Agreements
 - 2.2.7 Invoices from Subcontractors, Subconsultants and Suppliers
- 2.3 Shop Drawings & Submittals**
 - 2.3.1 Shop Drawing Submittals / Reviews
 - 2.3.2 Design Submittals (Revisions / Reviews)
 - 2.3.3 Project Schedules
 - 2.3.4 Progress Reports
 - 2.3.5 Daily Reports
 - 2.3.6 Weekly Status Reports
 - 2.3.7 Manpower / Crews / Staffing
 - 2.3.8 Maintenance of Traffic (MOT) / Lane Closures
 - 2.3.9 Samples and Product Data
 - 2.3.10 General Project Submittals
 - 2.3.10.1 Field Measurements / Quantity Verifications
 - 2.3.10.2 Hazardous Material Reports
 - 2.3.10.3 Storm Water Pollution Prevention Plan (SWPPP)
- 2.4 Project Photos**
 - 2.4.1 Monthly Progress Photos
 - 2.4.2 Miscellaneous Photos
- 2.5 Quality Assurance / Quality Control (QA/QC)**
 - 2.5.1 Contractor Quality Assurance / Quality Control Plan
 - 2.5.2 QA/QC Documentation
 - 2.5.3 Testing Reports / Results
 - 2.5.4 Material Releases / Certifications
 - 2.5.5 Quality Control Inspections
 - 2.5.6 Nonconformance Reports (NCR)
 - 2.5.7 Warranties
- 2.6 Safety & Security**
 - 2.6.1 Safety Orientations
 - 2.6.2 Certifications
 - 2.6.3 Insurance
 - 2.6.4 Emergency Contact Information
 - 2.6.5 Hurricane Evacuation Plan

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2.7 Licenses, Permits & Agreements

- 2.7.1 Licenses
- 2.7.2 Permits
- 2.7.3 Utility Schedules
- 2.7.4 Interagency Agreements

2.8 Project Closeout

- 2.8.1 Final Inspections and Punch Lists
- 2.8.2 As-Built Plans
- 2.8.3 Surveying Field Notes
- 2.8.4 Project Closeout & Final Acceptance
- 2.8.5 Contractor Evaluation - Contract Performance Evaluation (CPE)
- 2.8.6 O&M Manuals, spare parts, keys, etc.