# The Plans, Specification and Estimate (PS&E) submission is the final submission made to SHA approval for Advertisement. A complete submission is required at PS&E to meet the scheduled advertisement date. Below is a checklist for the PM that identifies the items required for PS&E. A complete submission is defined as a submittal with all items checked as included or not-applicable; there should be no unchecked items. This checklist is also required to qualify as a complete submittal. If the outstanding information is not included with your package, the PS&E will be considered “incomplete” and a notice will be sent to the Local Government Director. *(Items shown in bold italics are required for Federal Fund Authorization. If these items are not submitted to Fed Aid, funds for the project will not be approved.)* PS&E submission schedule based on funding (weeks prior to advertisement date): Federal Funded – 10 weeks for PoDI (non-exempt), 8 weeks for all Federal-State Administered (exempt)

# PROJECT INFORMATION

|  |  |
| --- | --- |
| Local Government Project Manager | **[Project Manager]** |
| Design Firm/Design PM (if applicable) | **\_** |
| SHA Construction Contract No.: | **[Title]** |
| FMIS Design Charge No.: | **\_** |

|  |  |  |  |
| --- | --- | --- | --- |
| Route:  On NHS? | **[Route]**  SELECT | Description: | **[Subject]**  ***(Should match Ad schedule and form 25C)*** |

|  |  |
| --- | --- |
| Comments to Coordinator: | **[Comments]** |

Airport within 4 Miles **SELECT**

|  |  |
| --- | --- |
| Funding Source | **SELECT**  ***(This needs to be consistent with Form 25C)*** |
| Federal Oversight Options | **PoDI (non-Exempt)**  **Locally Administered (exempt)** |
| Local Funded Options | **Locally Funded, No Federal Funds used in other phases**. No prior or anticipated Federal Participation for other phases (including Planning, Design, ROW or for a project phase under a previous NEPA decision) (Federal Buy America does not apply)   * **Locally Funded, Federal Funds used in other phases.** Federal Funds used in past or needed for future phase(s) (Federal Buy America applies) |
| FAP Contract No.(Constr.) | **\_** |
| FAP Funding Splits | **[FAP Funding Splits]** |
| FHWA Area Engineer/Phone No. | / |

|  |  |  |  |
| --- | --- | --- | --- |
| Advertisement | **[Advertisement]**(date) | Notice to Proceed | **[Notice to Proceed]**(date) |
| Bid Opening | **[Bid Opening]**(date) | STIP – TIP Approval | [STIP - TIP Approval] (date) |

|  |  |  |
| --- | --- | --- |
| Engineer’s Estimate | $ 0 |  |
| Total Project Cost for all phases | $ 0 | *(include Planning/NEPA, Design, RW and CON for current, prior and future phases as defined by NEPA)* |

**NEPA/MEPA/PERMITS**

Select Class: SELECT       (approval date)

SELECT Last Environmental Re-Evaluation       (approval date)

Since the last NEPA/MEPA Classifications/Re-Evaluation approval have there been design or scope changes requiring another NEPA/MEPA Reevaluation?

SELECT       (re-evaluation approval date)

SELECT Structures on Project

SELECT Noise Abatement included in project

Noise Analysis Report Completed       (completed date)

SELECT ***Environmental Permits Received (checklist)***       ***(completed date)***

# PS&E SUBMISSION

|  |  |  |
| --- | --- | --- |
| SELECT | ***CID Recommendations / PRG (MBE/DBE Goals)***  ***Received*** [WDL Date] ***(date)***  ***MBE/DBE (Overall) goal*** [Minority Goal]***%*** | (*See Form letter MP 10.2.11.doc) (Requires lump sum breakdowns from Designers)* ***(Work day letter must be included in the PS&E submittal. Process will be delayed w/o this)*** |
|  |  |  |
| SELECT | ***Complete Plans Included*** | *Title sheet to be signed by DE/DC prior to PRD Final Submittal* |
| SELECT | As-Built Plans Attached |  |
| SELECT | AASHTO Geometric Data Sheet | *Often included in the PI Report* |
| SELECT | ***Complete Estimate*** | *ICD comments apply to OHD projects only* |
| SELECT | Estimate Broken Out by Federal/3rd Party Funding Categories |  |
| SELECT | Approved 3rd Party Agreements  List Pending MOUs [Pending MOU] | *Please include copies of all Agreements &MOUs* |
| SELECT | Lump Sum Cost Breakdowns | *for projects with structures (SELECT)* |
|  |  |  |
| SELECT | ***Utility Statement***  ***Requested*** [UtilReq\_Date] ***(date)***  ***Received*** [UtilRec\_Date] ***(date)*** |  |
| SELECT | Utility Relocation Plans included in project |  |
| SELECT | All Utility Documentation, complete for each utility in Utility Statement | *e.g. Letter of Agreement, MOU, Letter of Exchange, Utility Permit, UC-5, etc.* |
|  |  |  |
| SELECT | ***Final Form 25-C (Construction)***  ***Submittal*** [F42Sub\_Date] **(date)**  ***Approval*** [F42App\_Date]**(date)** |  |
| SELECT | Proprietary Items Used on Project  SHA Approval [PropSHA\_Date] (date)  FHWA Approval [PropFHWA\_Date] (date) | *Needs PIF and/or Certification on Federally-funded construction project. FHWA approval needed for PIF on PoDI only if on the project specific S&O Plan. SHA Approval needed for Certification.* |
|  |  |  |
| SELECT | ***All Site Specific Special Provisions Included*** | *Electronic copies of Special Provisions (SPs), following the format guidelines* |
| SELECT | ***Applicable Special Provision Inserts*** | *Highlighted TOC File, no need to include SPs indicated above* |
| SELECT | Wage Rates  Received [Wage Rate Date] (date) | *Fed funded jobs – PM to obtain DBA rates from www.wdol.gov; all state funds – obtain w/ DTSD.* |
| SELECT | ***Right of Way Certification***  ***Requested*** [ROWReq\_Date] ***(date)***  ***Received*** [ROWRec\_Date] ***(date)*** | ***original cert must be submitted for Fed Aid to authorize funds for Ad*** |
| SELECT | ***Railroad Statement***  ***Requested*** [RRReq\_Date] ***(date)***  ***Received*** [RRRec\_Date] ***(date)*** |  |
|  |  |  |
| SELECT | ***Traffic Control Plan***  ***Requested*** [TCPReq\_Date] ***(date)***  ***Approval*** [TCPApp\_Date] ***(date)*** | ***(w/ lane closure restrictions)*** |
| SELECT | ***Transportation Management Plan***  ***Approval (date)*** | ***(All projects on the Interstate require some type of TMP approval)*** |
| SELECT | Bicycle Compliance Certification  Approval [BikeApp\_Date] (date) |  |
|  |  |  |
| SELECT | Value Engineered (VE)  Date Performed [VEPerformed\_Date] (date) |  |
| SELECT | Design Exception(s) on Project  SHA Submittal [DESHASub\_Date] (date)  SHA Approval [DESHAApp\_Date] (date)  FHWA Submittal [DEFHWASub\_Date] (date)  FHWA Approval [DEFHWAApp\_Date] (date) | ***must have NEPA if it is on NHS (regardless of funding. FHWA Approval needed for PoDI on Interstates Only.*** |
| SELECT | Preliminary Investigation (PI)  Date Held [PI\_Date] (date)  SHA approval [PISHAApp\_Date] (date)  FHWA approval [PIFHWAApp\_Date] (date) | ***FHWA Approval only needed for PoDI only*** |
| SELECT | Final Review (FR)  Date Held [FR\_Date] (date)  SHA approval [FRSHAApp\_Date] (date)  FHWA approval [FRFHWAApp\_Date] (date) | ***FHWA Approval needed for PoDI only*** |
|  |  |  |
| SELECT | ***Initial Financial Plan or recent Annual Update***  Approval Date [Financial Plan 100 App\_Date] (date) | *For Federally-funded construction project with total project cost of $100 million or more.* |
| SELECT | ***Initial Financial Plan or recent Annual Update***  Approval Date [Financial Plan 500 App\_Date] (date) | *For Federally-funded construction project with total project cost of $500 million or more.* |
| SELECT | ***Operationally Independent Non-Concurrent Construction (OINCC) Determination***  Approval Date [OINCC App\_Date] (date) | *For Federally-funded construction project with total project cost of $500 million or more.* |
| SELECT | ***Project Management Plan***  Approval Date [PMP App\_Date] (date) | *For Federally-funded construction project with total project cost of $500 million or more.* |