

# FINAL PS&E SUBMITTAL CHECKLIST

(This document is maintained by the PCO Pre-Letting Unit. E-mail update and change requests to: [ODOT Pre-Letting Unit](#))

Key number: \_\_\_\_\_ ODOT Region: \_\_\_\_\_ County: \_\_\_\_\_

Project title: \_\_\_\_\_  
(Project title on plan cover sheet MUST MATCH the title used within the special provisions)

This PS&E package is being submitted for advertisement authorization and competitive design-bid-build procurement. It is due to the Project Controls Office by \_\_\_\_\_ for a \_\_\_\_\_ week advertisement and bid opening on \_\_\_\_\_.

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Quantity of Bidding Special Provisions and Plans for the PM's office: Special Provisions \_\_\_\_\_ Plans \_\_\_\_\_

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Preliminary Engineering expense account (EA) number: \_\_\_\_\_ [Construction EA End Date](#):

Construction Federal Aid # or "State" \_\_\_\_\_

Type of work (Should match title sheet): \_\_\_\_\_

1. Total Construction Project Estimate = \$ \_\_\_\_\_ as of \_\_\_\_\_  
(*"Cost Estimate Total" from AWP Estimation*) *Date*

2. Phase Total Estimated Cost - STIP Amount = \$ \_\_\_\_\_ as of \_\_\_\_\_  
(*CN-Construction Phase; from STIP-FP*) *Date*

If the **Total Construction Project Estimate** exceeds **Phase Total Estimated Cost - STIP amount**, a PD-02 is required for PS&E acceptance. To assist FHWA in their PS&E review, briefly explain Region's plan for covering the funding shortfall:

**STATEMENT OF PROJECT READINESS: <check one>**

ALL project requirements and deliverables listed on the submittal checklist have been satisfied and all required PS&E deliverables are attached hereto.

Specific project requirements and/or deliverables remain outstanding and are indicated as not complete on the attached Completeness Checklist along with the signed and approved PD-02 Exception Letter(s) explaining each outstanding item, the resolution plan(s), and the expected resolution date(s). Unless explicitly stated in the PD-02 Exception Letter the project is assumed to be approved for ADVERTISEMENT ONLY.

PS&E Submittal Prepared by: \_\_\_\_\_  
Transportation Project Manager/ Resident Engineer – Consultant Projects

**STATEMENT OF FUNDING SUFFICIENCY:**

Sufficient eligible funding is committed to cover the cost of the project.

\_\_\_\_\_  
ODOT Area Manager/Funding and Program Manager

**STATEMENT OF TECHNICAL SUFFICIENCY:**

Region technical reviews have been conducted that are appropriate to the level of risk and complexity inherent in the project.

\_\_\_\_\_  
ODOT Region Technical Center Manager

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\*For definitions of acronyms used below see [Phase Gate Delivery Manual](#).

\*\*PD-02 Exception Letters must be submitted to the PCO Pre-Letting Specialist a minimum of 2 weeks prior to PS&E. A fully approved PD-02 Exception Letter must be included in the PS&E set for each incomplete item in order to maintain the scheduled advertisement and bid opening.

1. SUBMITTAL PACKAGE REQUIREMENTS	FORMAT	Electronic	ADA PD-02 Items	N/A
a. Final Design Plans for all applicable non-bridge disciplines.	Submit digitally signed .pdf plan sheet set.			
b. Final Bridge Plans.	Submit digitally signed .pdf plan sheet set.			
c. Completed Environmental Documentation. <ul style="list-style-type: none"> <li>• If project is NEPA Class 1 or Class 3, is EA or EIS complete?</li> <li>• If project is Class 2, submit CE Closeout, PCE Approval or No Ground Disturbance document.</li> </ul>	Submit .pdf copy of signed ROD, FONSI, CE Closeout, PCE Approval, or No Ground Disturbance forms.			
d. Project Special Provisions.	Submit MS Word version showing track changes.			
e. POR Certification with all Special Provisions sections stamped.	Submit .pdf copy of signed Certification for each POR.			
f. Signed Special Provision Integrity Certification.	Submit copy of signed Certification in .pdf format.			
g. Office of Civil Rights goals/targets (as applicable): <ul style="list-style-type: none"> <li>• DBE Goals</li> <li>• MWESB Aspirational Target Values</li> <li>• OJT Hours</li> <li>• TERO</li> </ul>	Submit one .pdf copy of Civil Rights Office email containing all applicable goal/targets. <i>Must be valid within 90 days of PS&amp;E</i>			
h. PS&E Cost Estimate	Merged estimate for 080-PS&E Delivery phase in AASHTOWare Project Estimation			
i. ODOT Construction Completion Time Schedule (associated with the fuel, steel, class of work and scheduling worksheet)	Submit .MPP format on ODOT template			
j. Fuel, Steel, Class of Work and Scheduling Worksheet	Submit one excel worksheet with all items completed or marked n/a.			
k. Insurance Risk Assessment. <i>This should be completed by ODOT TPM on-line:</i> <a href="http://transnet.odot.state.or.us/cs/opo/Pages/Risk.aspx">http://transnet.odot.state.or.us/cs/opo/Pages/Risk.aspx</a> . <i>Consultants can complete the Insurance Risk Assessment at:</i> <a href="https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx">https://www.oregon.gov/ODOT/Business/Procurement/Pages/PSK.aspx</a> .	Submit copy of the program output. Attach Risk Coordinator email concurrence (when applicable).			
l. Right of Way Certification signed by the Region R/W Manager.	Submit .pdf copy of signed Right of Way Certification.			
m. Utility Certification Form.	Submit .pdf copy of signed Utility Certification.			
n. Railroad Certification Form.	Submit .pdf copy of signed Railroad Certification.			
o. Buy America waiver (if applicable)	Submit .pdf copy of waiver.			
p. Signed PD-02 Exception Letter (if applicable)	Submit .pdf copy of signed PD-02 Exception Letter.			
q. Signed <a href="#">Project Mobility Considerations Checklist</a> (with MCTD supporting emails attached)	Submit .pdf copy of signed Mobility Checklist and supporting emails.			
r. Project Risk Register (for all projects over <i>total project cost</i> of \$25 million , include a completed Construction Risk Assessment (CRA)) *for all projects reaching kick-off after 1/1/2020	Submit one output document from Risk Register Tool.			

<p><small>PCO only</small></p> <p><b>PS&amp;E QA completed by:</b></p> <p>_____</p> <p><i>PCO QA staff</i></p> <p><b>Approved for advertisement:</b></p> <p>_____</p> <p><i>PCO Unit Manager</i></p>	
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# FINAL PS&E COMPLETENESS CHECKLIST

Items marked “NO” in the “Completed?” column will require approval from the Statewide Project Delivery Manager for advertisement (PD-02 Exception Letter). Sample exception requests and templates are provided on the PCO web site. PD-02 Exception Letters must be submitted 2 weeks prior to PS&E for approval.

\*For definition of acronyms used below see [Phase Gate Delivery Manual](#).

1. STATE/FEDERAL REQUIREMENTS	LOCATION	Completed?			NOTES
		YES	NO	N/A	
a. Has the project received appropriate ODOT Director, OTC/ODOT approvals and/or FHWA approvals?	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Does the current published STIP match the project description?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Has FHWA approved the Interchange Modification Request regarding Additional Interchanges to the Interstate System?	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Has a PCE Approval or CE Closeout form been approved for the first batch of ADA ramps? Does the PCE Approval or CE Closeout include all the ADA ramps approved to be built in the 1 <sup>st</sup> year of construction?	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. DESIGN DOCUMENTATION	LOCATION	Completed?			NOTES
		YES	NO	N/A	
a. <b>Roadway Design Exceptions:</b> Have all required Design Exceptions been approved by the ODOT State Roadway Engineer and FHWA (when required)? All Roadway Design Exceptions must be approved at PS&E. Refer to Section 4.2.0 of the <a href="#">Phase Gate Delivery Manual</a> . <ul style="list-style-type: none"> <li><i>Status available on the <a href="#">Roadway Engineering Design Exceptions website</a> (For Internal ODOT use only)</i></li> </ul>	In Project File	<input type="checkbox"/>		<input type="checkbox"/>	
b. <b>Bridge Design Deviations:</b> Have all required Bridge Design Deviations been approved by the ODOT State Bridge Engineer and FHWA (when required)?	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. <b>Geotechnical Design Deviations:</b> Have all required Geotechnical Design Deviations been approved by the ODOT State Geotechnical Engineer and FHWA (when required)?	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. <b>Hydraulic Design Deviations:</b> Have all required Hydraulic Design Deviations been approved by the ODOT State Hydraulic Engineer and FHWA (when required)?	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>e. <b>Statements of Technical Reviews (STRs):</b> Are all STR’s completed and on file?</p>	<p>In Project File</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>f. <b>1R Projects:</b> Has the project been approved for 1R by the ODOT Pavement Services Engineer and Region Roadway Manager AND included on the 1R Project Spreadsheet list? <i>a. Per <a href="#">Tech Bulletin RD20-01(B)</a> and additional guidance from Chief Engineer.</i></p>	<p>Recorded on the 1R Project Spreadsheet</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>g. <b>Letters of Public Interest Findings (LPIF’s):</b> Have all required LPIF’s been submitted and approved? <ul style="list-style-type: none"><li><i>TPM/RECP is responsible for uploading approved LPIF’s in Electronic Bidding Information System (eBIDS), between the PS&amp;E due date and the day prior to the project advertisement. Refer to the eBIDS Bid Reference Document Guide available to eBIDS users on the <a href="#">eBIDS website</a>.</i></li></ul></p>	<p>In Project File and eBIDS</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>h. <b>Bid Reference Documents:</b> Have all required Bid Reference Documents, such as hydraulic reports, pavement reports, geotechnical reports and traffic reports, been obtained? <ul style="list-style-type: none"><li><i>TMP/RECP is responsible for uploading Bid Reference Documents in eBIDS, between the PS&amp;E due date and the day prior to the project advertisement. Refer to the eBIDS Bid Reference Document Guide available to eBIDS users on the <a href="#">eBIDS website</a>.</i></li></ul></p>	<p>In Project Files and eBIDS</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>i. <b>Notice of eBIDS Roadway Digital Design Data Letter and eBIDS Handoff Package:</b> Will the digital roadway design data be obtained prior to advertisement or has the exception documentation been obtained from the RRM? <ul style="list-style-type: none"><li><i>TPM/RECP is responsible for uploading the Notice of eBIDS Roadway Digital Design Data Letter and the digital design data to eBIDS as a bid reference document, between the PS&amp;E due date and the day prior to the project advertisement. Refer to <a href="#">RD13-03(B) 3D Roadway Design</a>.</i></li></ul></p>	<p>In Project Files and eBIDS</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>digital roadway design data exception documentation from RRM</p>

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3. SPECIAL PROVISIONS	LOCATION	Completed?			NOTES
		YES	NO	N/A	
<p>a. <b>Mandatory Pre-Bid:</b> If required, has the Mandatory Pre-bid been approved by Area Manager and date coordinated with PCO staff?</p> <ul style="list-style-type: none"> <li>If the answer is “Yes”, the information must be included in the Special Provisions. Requires two extra advertisement weeks for pre-bid meeting.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>b. <b>Anticipated Items:</b> Have all Anticipated Items been approved in accordance with <a href="#">PD-07</a>?</p> <ul style="list-style-type: none"> <li>Per the PS&amp;E Delivery Manual, Anticipated Items not requiring approval are Asphalt/Fuel/Steel Escalation, Statistical Bonus, and PCC Smoothness Bonus.</li> <li>Anticipated Items must be included in the bid items and PS&amp;E Cost Estimate.</li> </ul>	In Project files.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>c. <b>Specification Changes:</b> Have all modifications to the project Special Provisions been documented according to Region-specific process as required by TSB21-01(B)?</p>	In Project files	<input type="checkbox"/>	<input type="checkbox"/>		
<p>d. <b>Section 280 Erosion and Sediment Control:</b> Has concurrence from the Section 280 Technical Resource been obtained in accordance with GE12.01(A)?</p>	In Project files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Type I – No Risk Type II – Low Risk Type III – High Risk
<p>e. <b>Special Pre-Qualifications</b></p> <ul style="list-style-type: none"> <li>If the answer is “Yes”, the information must be included in the Special Provisions.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. AGREEMENTS	LOCATION	Completed?			NOTES
		YES	NO	N/A	
<p>a. <b>Railroad:</b> Have all required Railroad Agreements, Maintenance Consent Letter or Permits been fully executed?</p> <ul style="list-style-type: none"> <li>Railroad agreement status available from State Railroad Liaison</li> </ul>	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>b. <b>IGA’s:</b> Have all required Intergovernmental Agreements (IGA) been signed by all parties (fully executed)?</p> <ul style="list-style-type: none"> <li>IGA status available from your Agreements Specialist or the IGA database located at agreements database (for ODOT Internal Use Only)</li> </ul>	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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<p>c. <b>Utility Agreements:</b> Are all Utility Agreements signed by all parties (fully executed)?</p> <ul style="list-style-type: none"> <li>Utility agreement status available from the State Utility Liaison</li> </ul>	OPO Agreements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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5. GENERAL	LOCATION	Completed?			NOTES
		YES	NO	N/A	
<p>a. Are required Personal Services Contract for Contract Administration/Construction Engineering-Inspection (CA/CEI) services complete and signed by all parties (fully executed)?</p> <ul style="list-style-type: none"> <li><i>The name, address, and phone number of who will be administering the contract for the Agency MUST be listed on the Special Provisions Description of Work page.</i></li> </ul>	In Project File and listed in the project Special Provisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>b. Are all required Personal Services Contracts for Professional-of-Record engineering construction support complete and signed by all parties (fully executed)?</p>	In Project File	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>c. <b>Storm Water Operation and Maintenance (O&amp;M) manuals:</b> Have the O&amp;M manuals been completed and submitted to the ETSB Hydraulic Engineering Section?</p>	In Project File and submitted to ETSB Hydraulic Engineering Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>d. <b>Tribal Employment Rights Office (TERO):</b> Are there Indian Preference requirements on this project? If so, which tribe and at what percentage?</p>	In Project File and listed in the project Special Provisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>e. Digital Signatures meet OSBEELS requirements</p> <ul style="list-style-type: none"> <li><a href="#">Contract Plans Manual 4.3</a></li> <li><a href="#">Digital Signature Requirements for Project Engineers of Record</a></li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>f. Traffic Signal Plans have been signed by the State Traffic Signal Engineer</p> <ul style="list-style-type: none"> <li>Signature fields for the State Traffic Signal Engineer and POR seal must be placed before POR places digital signature to prevent invalidating POR’s signature</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	