

 **CERTIFIED LOCAL PUBLIC AGENCY**

 **PS&E SUBMITTAL**

 **COMPLETENESS CHECKLIST**

This Plan, Specifications and Estimate (PS&E) checklist is required to be submitted by the CertifiedLocal Public Agency (LPA) to the Oregon Department of Transportation (ODOT) for all Federal Highway Administration (FHWA) funded projects prior to obligation of construction funds and ODOT’s Notice to Proceed for bid advertisement.

**PROJECT INFORMATION**

Key No.:       ODOT Region:       LPA Construction Contract #:

Select one: Demonstration Project [ ]  Full Certification [ ]

Project Title:

(Project title on plan cover sheet MUST match the title used in the STIP, within the Bid Book and in the Special Provisions)

Construction Federal Aid #:     Supplemental Project Agreement #:

**Changes in Project Scope:** (Note significant changes from the original prospectus at the time of Statewide Transportation Improvement Program (STIP) such as: changes in project limits, increase or decrease in work items, estimates, etc.)

No significant changes: [ ]  Significant changes: [ ]  If significant, please explain: (Attach approvals)

This PS&E package is being submitted for requesting federal fund obligation and advertisement authorization from ODOT and FHWA for competitive design-bid-build procurement. This project is scheduled for a (#)       week advertisement with a bid opening on (date)      .

**ODOT may return for correction PS&E submittals that are incomplete, or that contain errors deemed likely to affect successful procurement or constructability to FHWA requirements. Such projects may have to be re-scheduled to a later bid date. The project is not assumed to be approved for FHWA funding obligation request and project is not to be advertised until Notice to Proceed (NTP) is received from ODOT.**

**1. Total Estimated Construction Cost = $**     as of

*("Grand Total" from engineer’s estimate, includes bid items, contingencies, anticipated items and construction engineering - must be equal to or less than item 2 below)*

**2. Programmed Construction Funding = $**     as of

*(“Construction Phase; “CURRENT EST” from STIP – confirm with LAL)*

*By signing below, the Certified LPA acknowledges that federal or state funding for this project is limited to the amounts indicated in the above referenced Supplemental Project Agreement. The LPA also acknowledges that they are responsible for all remaining costs, including the required match for all eligible costs, any non-participating costs, and all costs in excess of the available federal or state funds.*

**LOCAL PUBLIC AGENCY INFORMATION**

**Certified Local Public Agency:**

**Master Certification Agreement #:**

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| --- |
| LPA Project Manager:      Phone #:      Email:       |
| LPA Quality Control Coordinator:      Phone #:      Email:       |

**CERTIFICATIONS**

[ ] **The undersigned LPA Project Manager certifies thatall project requirements have been met and all deliverables listed in this checklist have been satisfied. All required PS&E deliverables are attached hereto.**

[ ] **The undersigned LPA Project Manager certifies the attached project bid documents and Special Provisions do not modify or have the effect of modifying any of the following without prior written approval from ODOT and/or FHWA, as applicable: the LPA’s approved General Conditions (except for project specific parts of Subsections 00150.50, 00180.50, 00180.85 and ODOT issued boilerplate special provision updates); the technical specification subsections for measurement; payment; warranties; insurance requirements; environmental permit requirements; contract time; delays; or any provisions contained in FHWA Form 1273.**

[ ] **The undersigned LPA Quality Control Coordinator certifies that all quality control and review processes, as documented in the LPA’s approved Quality Program Plan, were followed for this project. This project conforms to all applicable design standards.**

**PS&E SUBMITTAL & COMPLETENESS CHECKLIST SIGNATURES**

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| PS&E Submittal Prepared By: |       |       |
|  | (LPA Project Manager) | Date |
| Quality Review By:  |       |       |
|  | (LPA QC Coordinator) | Date |
| Received By:  |       |       |
|  | (ODOT Local Agency Liaison/Transportation Project Manager) | Date |

**CERTIFIED LPA PS&E SUBMITTAL CHECKLIST**

Submit electronic files to the Regional Local Agency Liaison (LAL) as noted below.

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| **REQUIRED SUBMITTALS** |
| **1. Submittal Package Requirements** | **Format** |  |
| a. Completed and signed PS&E Submittal & Completeness Checklist | Submit one electronic PDF copy |[ ]
| b. Final Stamped and Signed Design Plans including temporary traffic control plans and temporary pedestrian accessible route plans  | Submit one electronic PDF copy |[ ]
| c. Completed Environmental Documentation | Submit one electronic PDF copy of signed ROD, FONSI, CE Closeout, PCE Approval, or No Ground Disturbance forms.  |[ ]
| d. Final Bid Book with Stamped and Signed Project Special Provisions | Submit one electronic PDF copy |[ ]
| e. Applicable DBE goals and OJT hours provided by ODOT Office of Civil Rights | Submit one electronic PDF copy of the e-mail from Office of Civil Rights |[ ]
| f. Bid Book approval by ODOT Office of Civil Rights | Submit one electronic PDF copy of the e-mail from Office of Civil Rights |[ ]
| g. Final PS&E Cost Estimate (Form 734-5096) | Submit one electronic file in Excel format |[ ]
| h. Right of Way Certification signed by the ODOT Region Right of Way Manager | Submit one electronic PDF copy |[ ]
| i. Utility Certification (Form 734-5162) signed by the State Utility Liaison | Submit one electronic PDF copy |[ ]
| j. Railroad Agreement Assurance (Form 734-5285) signed by the LPA’s Railroad Coordinator | Submit one electronic PDF copy |[ ]
| **REQUIRED SUBMITTALS IF APPLICABLE TO THE PROJECT** | **Yes** | **N/A** |
| k. Signed copies of federal or state environmental permits | Submit one electronic PDF copy of each permit | [ ]  |[ ]
| l. ODOT Approved ADA Design Exceptions  | Submit one electronic PDF copy of each exception |[ ] [ ]
| m. ODOT Approved Roadway Design Exceptions  | Submit one electronic PDF copy of each exception |[ ] [ ]
| n. ODOT Approved Bridge Design Deviations  | Submit one electronic PDF copy of each deviation |[ ] [ ]
| o. ODOT Approved Letter(s) of Public Interest Findings (LPIF)  | Submit one electronic PDF copy of each LPIF |[ ] [ ]
| p. ODOT Right of Way access permits  | Submit one electronic PDF copy |[ ] [ ]
| q. Signed Mobility Considerations Checklist for work on or along or impacting a state highway | Submit one electronic PDF copy |[ ] [ ]
| r. Storm Water Operations and Maintenance (O&M) Manual(s) for work on or along a state highway  | Submit one electronic PDF copy of each manual  |[ ] [ ]
| s. FHWA approved Buy America waiver  | Submit one electronic PDF copy |[ ] [ ]

**PS&E COMPLETENESS CHECKLIST**

**NOTE:** Items not identified for PS&E delivery but applicable for complete project archival are to be documented as to location, such as “on-file”. This means all relevant information is to be documented within the project master file and available for audit.

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| **2. Right of Way, Utilities and Railroad** | **Location** | **Completed?** | **Notes** |
| a. All right of way certification Block 4 properties (holdouts) are shown on the plan sheets and listed within the Special Provisions. | On file | Yes [ ]  No [ ] N/A [ ]  | Reference LAG C-7      |
| b. All Utility project notification letters, conflict letters and time requirement letters were sent to the Utility owner and the State Utility Liaison.  | On file | Yes [ ] No [ ]  | Required per OAR 734-055-0045 and 23 CFR 645Reference LAG C-13      |
| c. All Utility Reimbursement Agreements have been signed by all parties (fully executed). | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-13      |
| d. If all utilities have not been relocated prior to advertisement, the bid documents include a special provision stipulating utility coordination with the prime contractor for each utility. | In Special Provisions (Section 00150.50) | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-13      |
| e. All Railroad Agreements and Crossing Order(s) have been signed by all parties (fully executed).The appropriate railroad liability insurance requirements are provided in the bid documents.Railroad has granted permission for project work within railroad property (right of entry and flagger approval) (if applicable). | On file | Yes [ ] No [ ] N/A [ ]  | Reference 23 CFR 646 and LAG C-13      |
| **3. Design Documentation** | **Location** | **Completed?** | **Notes** |
| a. If the project is on a local NHS facility, the design conforms to AASHTO and MUTCD standards.  | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-9      |
| b. If the project is on a local non-NHS facility, the project design conforms to ODOT approved Standards (AASHTO and MUTCD unless otherwise approved by ODOT). | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-9      |

**PS&E COMPLETENESS CHECKLIST**

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| c. If the project is on or along a state highway, the design conforms to ODOT’s Highway Design Manual (HDM). | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-9      |
| d. If this is a bridge project, the project design conforms to AASHTO LRFD Bridge Design Specifications at a minimum. | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-14      |
| e. The title sheet contains the following elements.* Federal-aid project number
* Vicinity map
* Project name
* Project length
* Sheet index
* Applicable standard drawings
* Oregon utility certification language
* Provision for approving official(s) signature(s) and date(s)
* Scale
 | POR signed, in plan set | Yes [ ] No [ ]  | The project name on the title sheet MUST match the title used within the Special Provisions and STIPReference 23 CFR 630, Subpart B and LAG B-11.      |
| f. The LPA has approved all required Design Exceptions for work on their local facility. | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG Section D - Approval Authority Matrix and LAG C-9      |
| g. All final signal plans have been approved by the ODOT Traffic Section for work on or along a state highway.  | ODOT signed, in plan set | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-10      |
| h. All required engineering reports, such as hydraulic reports, pavement reports, geotechnical reports and traffic reports are complete and available for FHWA, ODOT, and Contractor review. | On file | Yes [ ] No [ ]  | Reference LAG C-9      |
| i. All required environmental reports, such as hazardous materials reports, wetland reports, storm water management reports and biological reports are complete and available for FHWA, ODOT, and Contractor review. | On file | Yes [ ] No [ ]  | Reference LAG C-6      |

**PS&E COMPLETENESS CHECKLIST**

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| j. All required bridge design documents, such as structural analysis information (if applicable), foundation report, preliminary load rating and hydraulic report with scour analysis are complete and available for FHWA and ODOT review. | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-14      |
| k. If the project is on or along a state highway, all necessary approvals have been obtained from ODOT, including pavement design and design exceptions. (Also, see Required Submittals section items l. – n. above.) | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-10      |
| l. If the project is located within two miles of an airport, the required coordination with FAA has occurred. Vertical clearance is adequate. | On file | Yes [ ] No [ ] N/A [ ]  | Reference 23 CFR 620 and LAG Section D - Approval Authority Matrix.       |
| **4. Bid Book and Special Provisions** | **Location** | **Completed?** | **Notes** |
| a. If the Special Provisions and bid documents modify or have the effect of modifying any of the following, written ODOT and/or FHWA approval has been obtained.* LPA’s approved General Conditions (except for project specific parts of Subsections 00150.50, 00180.50, 00180.85 and ODOT issued boilerplate special provision updates)
* Technical Specifications
	+ Measurement
	+ Payment
	+ Warranties
	+ Insurance requirements
	+ Environmental permit requirements
	+ Contract time
	+ Delays
* Any provisions contained in FHWA Form 1273
 | On file | Yes [ ] No [ ] N/A [ ]  | If no, approval must be obtained prior to ODOT’s acceptance of the PS&E package.Reference LAG C-11      |

**PS&E COMPLETENESS CHECKLIST**

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| b. The following documents are included in the project solicitation documents and contract:* FHWA-1273 Required Contract Provisions for Federal-Aid Construction Contracts
* On-site Workforce Affirmative Action requirements for Women and Minorities
* EEO provisions
* EEO Aspirational Target provisions
* ODOT DBE program policy statement
* DBE Supplemental Required Contract Provisions
* DBE information page and DBE goal requirement
* OJT hours requirement
* Project wage rates page or statement informing contractor of required wage rates
* First-Tier Subcontractor Disclosure form
 | In Bid Book | Yes [ ] No [ ]  | Reference 23 CFR 633.102 and LAG C-11      |
| c. The following certifications are included in the project solicitation documents and contract:* Non-collusion
* Non-involvement in any Disbarment & Suspension
* Lobbying Activities
* Compliance with Oregon tax laws
* Employee drug testing program
* Nondiscrimination
* Use of registered subcontractors
* Incorporation of all Addenda
 | In Bid Book | Yes [ ] No [ ]  | Reference 23 CFR 635.112 and LAG C-11      |
| d. The LPA used their latest ODOT approved version of the current LPA General Conditions template (Section 100s). | In Special Provisions or included by reference in Special Provisions | Yes [ ] No [ ]  | Reference LAG C-1       |
| e. Examples of the required bid, performance and payment bond forms are included.  | In Bid Book | Yes [ ] No [ ]  | ORS 279C.365, Reference LAG C-15      |
| f. “Buy America” provisions are included. For all PS&E approval requests submitted on or after November 10, 2022, current “Build America Buy America”\* provisions are included.  | In General Conditions  | Yes [ ] No [ ]  | Reference LPA’s approved General Conditions, Section 00160.20 and LAG C-11.\*See CPO Bulletin 101-62 and ODOT special provision 00160.20(d).      |

**PS&E COMPLETENESS CHECKLIST**

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| g. “Cargo Preference Act” provisions are included. | In General Conditions  | Yes [ ] No [ ]  | Reference LPA’s approved General Conditions, Section 00160.21 and LAG C-11      |
| h. The indemnification and additional insured language for ODOT is included. | In Bid Book | Yes [ ] No [ ]  | Reference LPA’s Master Certification and Supplemental Project Agreements and LAG C-11.       |
| i. Per the Master Certification Agreement, ODOT has been listed as a third party beneficiary. | In Bid Book | Yes [ ] No [ ]  | Reference LPA’s Master Certification Agreement and LAG C-11      |
| **5. Estimate and Construction Schedule** | **Location** | **Completed?** | **Notes** |
| a. ODOT approval has been obtained for all required anticipated items.  | On file | Yes [ ] No [ ] N/A [ ]  | Not required for asphalt smoothness bonuses, asphalt statistical bonus, asphalt escalation, fuel escalation, steel escalation or bid item modifier. Reference LAG C-11      |
| b. All federal-aid non-participating bid items are included separately in the Engineer’s Estimate. | Final PS&E Estimate | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-11      |
| c. The engineer’s estimated construction schedule (Critical Path Method) has been completed and is available for FHWA and/or ODOT review.  | On file | Yes [ ] No [ ]  | Reference LAG C-11      |
| **6. A&E Consultant Contracts** | **Location** | **Completed?** | **Notes** |
| a. If required, Personal Services Contract(s) for construction engineering (PM) services have been completed and executed. | On file | Yes [ ] No [ ] N/A [ ]  | Name, address and phone number of PM who will be administering the contract MUST be listed (or otherwise addressed) on the Special Provision description of work pageReference LAG C-12      |
| b. If required, Personal Services Contract(s) for Professional-of-Record construction engineering support have been completed and executed. | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-12      |

**PS&E COMPLETENESS CHECKLIST**

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| **7. FHWA Requirements** | **Location** | **Completed?** | **Notes** |
| a. FHWA has approved any related STIP changes (may require MPO or OTC approval prior to FHWA approval). | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG C-3      |
| b. The current published STIP matches the project description. | On file | Yes [ ] No [ ]  | Reference LAG C-3       |
| c. If experimental features are utilized on this project, approval has been obtained from ODOT and FHWA. | On file | Yes [ ] No [ ] N/A [ ]  | Reference LAG Section D - Approval Authority Matrix       |