



CERTIFIED LOCAL PUBLIC AGENCY PS&E SUBMITTAL & COMPLETENESS CHECKLIST

This Plan, Specifications and Estimate (PS&E) checklist is required to be submitted by the Certified Local 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 #:

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

CERTIFICATIONS

- The undersigned LPA Project Manager certifies that all 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’s Certification Program Office (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

PS&E Submittal Prepared By: _____ Date _____
 (LPA Project Manager)

Quality Review By: _____ Date _____
 (LPA QC Coordinator)

Received By: _____ Date _____
 (ODOT Local Agency Liaison)

CERTIFIED LPA PS&E SUBMITTAL CHECKLIST

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

REQUIRED SUBMITTALS		
1. Submittal Package Requirements	Format	
a. Completed and signed PS&E Submittal & Completeness Checklist	Submit one electronic PDF copy	<input type="checkbox"/>
b. Final Stamped and Signed Design Plans including temporary traffic control plans and temporary pedestrian accessible route plans	Submit one electronic PDF copy	<input type="checkbox"/>
c. Completed Environmental Documentation	Submit one electronic PDF copy of signed ROD, FONSI, CE Closeout, PCE Approval, or No Ground Disturbance forms.	<input type="checkbox"/>
d. Final Bid Book with Stamped and Signed Project Special Provisions	Submit one electronic PDF copy	<input type="checkbox"/>
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	<input type="checkbox"/>
f. Bid Book approval by ODOT Office of Civil Rights	Submit one electronic PDF copy of the e-mail from Office of Civil Rights	<input type="checkbox"/>
g. Final PS&E Cost Estimate	Submit one electronic file in Excel format	<input type="checkbox"/>
h. Right of Way Certification signed by the Region R/W Manager	Submit one electronic PDF copy	<input type="checkbox"/>
i. Utility Certification (Form 734-5162) signed by the State Utility Liaison	Submit one electronic PDF copy	<input type="checkbox"/>
REQUIRED SUBMITTALS IF APPLICABLE TO THE PROJECT		
j. Signed copies of federal or state environmental permits	Submit one electronic PDF copy of each permit	<input type="checkbox"/>
k. ODOT Approved ADA Design Exceptions	Submit one electronic PDF copy of each exception	<input type="checkbox"/>
l. ODOT Approved Roadway Design Exceptions	Submit one electronic PDF copy of each exception	<input type="checkbox"/>
m. ODOT Approved Bridge Design Deviations	Submit one electronic PDF copy of each deviation	<input type="checkbox"/>
n. ODOT Approved Letter(s) of Public Interest Findings (LPIF)	Submit one electronic PDF copy of each LPIF	<input type="checkbox"/>
o. ODOT Right of Way access permits	Submit one electronic PDF copy	<input type="checkbox"/>
p. Signed Mobility Considerations Checklist for work on or along a state highway	Submit one electronic PDF copy	<input type="checkbox"/>
q. 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	<input type="checkbox"/>
r. FHWA approved Buy America waiver	Submit one electronic PDF copy	<input type="checkbox"/>

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.

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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section C, Chapter 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 <input type="checkbox"/> No <input type="checkbox"/>	Required per OAR 734-055-0045 and 23 CFR 645 Reference LAG Manual Section C, Chapter 13
c. All Utility Reimbursement Agreements have been signed by all parties (fully executed).	On file	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section C, Chapter 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section C, Chapter 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.	On file	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference 23 CFR 646 and LAG Manual Section C, Chapter 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section C, Chapter 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section C, Chapter 9

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<p>c. If the project is on or along a state highway, the design conforms to ODOT's Highway Design Manual (HDM).</p>	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Reference LAG Manual Section C, Chapter 9</p>
<p>d. If this is a bridge project, the project design conforms to AASHTO LRFD Bridge Design Specifications at a minimum.</p>	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Reference LAG Manual Section C, Chapter 14</p>
<p>e. The title sheet contains the following elements.</p> <ul style="list-style-type: none"> • 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 	<p>POR signed, in plan set</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>The project name on the title sheet MUST match the title used within the Special Provisions and STIP</p> <p>Reference 23 CFR 630, Subpart B and LAG Manual Section B, Chapter 11.</p>
<p>f. The LPA has approved all required Design Exceptions for work on their local facility.</p>	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Reference LAG Manual Section A, Chapter 2 Appendix - Approval Authority Matrix and Section C, Chapter 9</p>
<p>g. All final signal plans have been approved by the ODOT Traffic Section for work on or along a state highway.</p>	<p>ODOT signed, in plan set</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Reference LAG Manual Section C, Chapter 10</p>
<p>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.</p>	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reference LAG Manual Section C, Chapter 9</p>
<p>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.</p>	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reference LAG Manual Section C, Chapter 6</p>

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<p>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.</p>	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Reference LAG Manual Section C, Chapter 14</p>
<p>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.</p>	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Reference LAG Manual Section C, Chapter 10</p>
<p>l. If the project is located within two miles of an airport, the required coordination with FAA has occurred. Vertical clearance is adequate.</p>	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p>Reference 23 CFR 620 and LAG Manual Section A, Chapter 2 Appendix - Approval Authority Matrix.</p>
<p>4. Bid Book and Special Provisions</p>	<p>Location</p>	<p>Completed?</p>	<p>Notes</p>
<p>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.</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ Measurement ○ Payment ○ Warranties ○ Insurance requirements ○ Environmental permit requirements ○ Contract time ○ Delays • Any provisions contained in FHWA Form 1273 	<p>On file</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/></p>	<p><u>If no, approval must be obtained prior to ODOT's acceptance of the PS&E package.</u></p> <p>Reference LAG Manual Section C, Chapter 11</p>

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<p>b. The following documents are included in the project solicitation documents and contract:</p> <ul style="list-style-type: none"> • 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 	<p>In Bid Book</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reference 23 CFR 633.102 and LAG Manual Section C, Chapter 11</p>
<p>c. The following certifications are included in the project solicitation documents and contract:</p> <ul style="list-style-type: none"> • 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 	<p>In Bid Book</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reference 23 CFR 635.112 and LAG Manual Section C, Chapter 11</p>
<p>d. The LPA used their latest ODOT approved version of the current LPA General Conditions template (Section 100s).</p>	<p>In Special Provisions or included by reference in Special Provisions</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reference LAG Manual Section C, Chapter 1</p>
<p>e. Examples of the required bid, performance and payment bond forms are included.</p>	<p>In Bid Book</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>ORS 279C.365 Reference LAG Manual Section C, Chapter 15</p>
<p>f. "Buy America" provisions are included.</p>	<p>In General Conditions</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Reference LPA's approved General Conditions, Section 00160.20 and LAG Manual Section C, Chapter 11</p>

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g. "Cargo Preference Act" provisions are included.	In General Conditions	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reference LPA's approved General Conditions, Section 00160.21 and LAG Manual Section C, Chapter 11
h. The indemnification and additional insured language for ODOT is included.	In Bid Book	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reference LPA's Master Certification and Supplemental Project Agreements and LAG Manual Section C, Chapter 11.
i. Per the Master Certification Agreement, ODOT has been listed as a third party beneficiary.	In Bid Book	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reference LPA's Master Certification Agreement and LAG Manual Section C, Chapter 11
5. Estimate and Construction Schedule	Location	Completed?	Notes
a. ODOT approval has been obtained for all required anticipated items.	On file	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Not required for asphalt smoothness bonuses, asphalt statistical bonus, asphalt escalation, fuel escalation, steel escalation or bid item modifier. Reference LAG Manual Section B, Chapter 11
b. All federal-aid non-participating bid items are included separately in the Engineer's Estimate.	Final PS&E Estimate	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section B, Chapter 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 <input type="checkbox"/> No <input type="checkbox"/>	Reference LAG Manual Section C, Chapter 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Name, address and phone number of PM who will be administering the contract MUST be listed on the Special Provision description of work page Reference LAG Manual Section C, Chapter 12
b. If required, Personal Services Contract(s) for Professional-of-Record construction engineering support have been completed and executed.	On file	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section C, Chapter 12

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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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section A, Chapter 3
b. The current published STIP matches the project description.	On file	Yes <input type="checkbox"/> No <input type="checkbox"/>	Reference LAG Manual Section A, Chapter 3
c. If experimental features are utilized on this project, approval has been obtained from ODOT and FHWA.	On file	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Reference LAG Manual Section A, Chapter 2 Appendix - Approval Authority Matrix

END DOCUMENT.