|  |  |
| --- | --- |
| Project TIP: X-#### | PS&E Date: #/#/#### |
| Division/County: XX/X | Let Date: #/#/#### |
| Project Description: XNCDOT PM: X | Firm: XFirm PM: X |

This is a tool for the NCDOT & PEF project managers to use as a living document to track and ensure complete PS&E packages are submitted in the Let Preparation à Final Plans Library on SharePoint by the PS&E date. All documents listed below are expected to be turned in by the PS&E date. A copy of this checklist should be placed in the Roadway Supporting Documents Library.

*The note above is for central let projects, but the checklist can also be for Division POC projects.*

**Key Documents:**

The following files should be denoted as a Key Document (file metadata labeled as key document). Completed means deliverable is uploaded in SharePoint and denoted as a key document.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed | N/A | Status/Comments |
| Agreements |  |  |  |
| * Utility
 |[ ] [ ]   |
| * Rail
 |[ ] [ ]   |
| * Municipality
 |[ ] [ ]   |
| * Other
 |[ ] [ ]   |
| Certifications (see [1.25.21 Memo](https://ncconnect.sharepoint.com/%3Ab%3A/r/sites/DOHPrelimEng/Shared%20Documents/Executive%20Memos/1-25-21_Certifications_Required_for_STIP_Projects.pdf?csf=1&web=1&e=9bokSt) *– internal link*) |  |  |  |
| * Utility
 |[ ] [ ]   |
| * Rail
 |[ ] [ ]   |
| * ROW (or ROW Field Cert. Form)
 |[ ] [ ]   |
| * Other
 |[ ] [ ]   |
| Regulatory Approvals |  |  |  |
| * 404 Permit (Corps of Engineers)
 |[ ] [ ]   |
| * 401 Certification (Div of Water Res.)
 |[ ] [ ]   |
| * Buffer Authorization (DWR)
 |[ ] [ ]   |
| * CAMA Permit (Div of Coastal Mgmt.)
 |[ ] [ ]   |
| * Section 7 End. Species Consultation
 |[ ] [ ]   |
| * 106 Consultations (Cultural Resources)
 |[ ] [ ]   |
| * FERC Conveyance
 |[ ] [ ]   |
| * US Coast Guard Bridge
 |[ ] [ ]   |
| * CCPCUA (Central Coastal Plain Capacity Use Area)
 |[ ] [ ]   |
| * NFIP/CLOMR or SFC – one for each crossing (FEMA).
 |[ ] [ ]   |
| * Other
 |[ ] [ ]   |
| Signed Environmental Document |[ ] [ ]   |
| NEPA/SEPA Consultation |[ ] [ ]   |
| Design exceptions documented and approved |[ ] [ ]   |
| Traffic Forecast |[ ] [ ]   |

**Final Plan Sets:** The following approved project plans, special provisions are uploaded to the Let Preparation 🡪 Final Plans Library. Denote whether quantities are entered into the PIQ tool **or** AWP (in-house plan development).

| Plan Set Type | Accepting DOT SME\* | Date Accepted | Plans | Special Provision | Quantities\*\* |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | PIQ  | AWP |
| 100 Roadway Plans |  |  |[ ] [ ] [ ] [ ]
| 150 Right of Way |  |  |[ ] [ ] [ ] [ ]
| 200 Transportation Management Plans |  |  |[ ] [ ] [ ] [ ]
| 210 Pavement Marking Plans |  |  |[ ] [ ] [ ] [ ]
| 220 Electrical Plans |  |  |[ ] [ ] [ ] [ ]
| 230 Erosion Control |  |  |[ ] [ ] [ ] [ ]
| 240 Reforestation Plans |  |  |[ ] [ ] [ ] [ ]
| 250 Signing Plans |  |  |[ ] [ ] [ ] [ ]
| 260 Signal Plans |  |  |[ ] [ ] [ ] [ ]
| 270 ITS Plans |  |  |[ ] [ ] [ ] [ ]
| 280 Utility Construction  |  |  |[ ] [ ] [ ] [ ]
| 290 Utilities by Others |  |  |[ ] [ ] [ ] [ ]
| 300 Cross Section Plans |  |  |[ ] [ ] [ ] [ ]
| 400 Structure Plans – Bridges\*\*\* |  |  |[ ] [ ] [ ] [ ]
| 410 Structure Plans – Culverts\*\*\* |  |  |[ ] [ ] [ ] [ ]
| 420 Structure Plans – Walls\*\*\* |  |  |[ ] [ ] [ ] [ ]
| 500 Roadway Subsurface Plans |  |  |[ ] [ ] [ ] [ ]
| 510 Structure Subsurface Plans |  |  |[ ] [ ] [ ] [ ]
| 520 Geoenvironmental |  |  |[ ] [ ] [ ] [ ]
| Other |  |  |[ ] [ ] [ ] [ ]

\*Subject Matter Expert – list name

\*\*Quantities should be entered into PIQ or AWP, not both for the same plan set. (ie – Utilities may be in PIQ and ITS may be in AWP, but Utilities should not be in PIQ and AWP).

\*\*\*Submitted to Structure Management Unit (SMU)

**Correspondence Library Documents:** The following files have been uploaded to the Let Preparation 🡪 Final Plans Library 🡪 Correspondence Library**.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed | N/A | Status |
| Approved Design Criteria |[ ] [ ]   |
| Field Inspection (or CFI) Minutes & Questions\* |[ ] [ ]   |
| Combine Field Inspection (CFI) Minutes, Questions\* |[ ] [ ]   |
| Pre-Let Field Inspection (PLFI) Minutes, Questions\* |[ ] [ ]   |
| Final Pavement Design Recommendation |[ ] [ ]   |
| Bridge Foundation Report |[ ] [ ]   |
| Geotechnical Recommendations: Planning, Roadway, Structures, & Pavement (if available) |[ ] [ ]   |
| Shoring Recommendations including letters, SP’s, details, etc. |[ ] [ ]   |

\*Select N/A if not held

**Roadway Supporting Documents:** The following files have been uploaded to the Let Preparation 🡪 Final Plans Library 🡪 Roadway Supporting Documents Library**:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed | N/A | Status |
| Calculation of Quantities Package (PDF) |[ ] [ ]   |
| Cost Base Estimate Quantity Breakdown Sheet |[ ] [ ]   |
| Force Account Estimates |[ ] [ ]   |
| Earthwork Log Files, Computation, and Balance Card (separate files, PDF)  |[ ] [ ]   |
| Supporting Doc. added to 1A Roadway Sheet |  |  |  |
| * Index Sheet (.doc)
 |[ ] [ ]   |
| * List of Roadway Standards (.xls)
 |[ ] [ ]   |
| * General Notes (.xls)
 |[ ] [ ]   |
| 200 Series R/W items/Memo (building removal) |[ ] [ ]   |
| Checklist for Coordination of Roadway and Structure Plans |[ ] [ ]   |
| Review List for Final Construction Plans |[ ] [ ]   |
| Final Estimate – Quantities Only (Excel or PDF) |[ ] [ ]   |
| This PS&E Checklist |[ ] [ ]   |

**Intermediate Contract Time (ICT’s):** The following files have been uploaded to the Let Preparation 🡪 Special Provisions 🡪 ICT Topic. Please note if an ICT is used to denote the completion of a stage of construction, then quantities need to be broken out and provided for each stage.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed | N/A | Status |
| ICTs to accompany Transp. Mgmt. Plans (.doc) |[ ] [ ]   |
| ICTs to accompany Signal Plans (.doc) |[ ] [ ]   |
| ICTs to accompany ITS Plans (.doc) |[ ] [ ]   |

**Additional Information and Items Entered in Other Tools**

The following items are completed in other tools or additional information needed.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed | N/A | Status |
| Project Commitments – updated in Preconstruction Commitment Dashboard |[ ] [ ]   |
|  | **Yes** | **No** | **Status** |
| Are there Force Account Signing Items on project? |[ ] [ ]   |

**Incomplete Items at PS&E Turn In:**

All items in this checklist are expected to be turned in on the PS&E date. However, if items are not available, the information provided below will be used to inform PS&E on what is not available at the time of submittal and when they can expect it. This will also help inform if project schedule modifications are required.

|  |  |  |  |
| --- | --- | --- | --- |
| Incomplete PS&E Deliverable | Action to take place | Responsible Party | Anticipated date of Completion |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Additional Comments/Notes: X