



# PS&E Checklist for Centrally LET Projects

|                      |            |
|----------------------|------------|
| Project TIP:         | PS&E Date: |
| Division/County:     | Let Date:  |
| Project Description: | Firm:      |
| NCDOT PM:            | Firm PM:   |

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 → Final Plans Library on SharePoint by the PS&E date. All documents listed below are expected to be turned in 2-4 weeks before the PS&E date to allow the Project Manager time to do a QA review and follow up as needed. A copy of this checklist should be placed in the Roadway Supporting Documents Docu-set.

## 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 |
|--|--------------------------|--------------------------|-----------------|
| <b>Agreements</b>  |                          |                          |                 |
| ➤ Utility  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ Rail   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ Municipality   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ Other  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Certifications</b> (see <a href="#">1.25.21 Memo</a> – internal link) |                          |                          |                 |
| ➤ Utility  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ Rail   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ ROW (or ROW Field Cert. Form)  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ Other  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Regulatory Approvals</b>  |                          |                          |                 |
| ➤ 404 Permit (Corps of Engineers)  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ 401 Certification (Div of Water Res.)                                  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ Buffer Authorization (DWR)   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ CAMA Permit (Div of Coastal Mgmt.)                                     | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ Section 7 End. Species Consultation                                    | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ 106 Consultations (Cultural Resources)                                 | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ FERC Conveyance  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ US Coast Guard Bridge  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ CCPCUA (Central Coastal Plain Capacity Use Area)                       | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ NFIP/CLOMR or SFC – one for each crossing (FEMA).                      | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ DEQ Water Permit (From Municipality)                                   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ DEQ Sewer Permit (From Municipality)                                   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| ➤ Other  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Signed Environmental Document</b>                                     | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>NEPA/SEPA Consultation</b>  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Design exceptions</b> documented and approved                         | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| <b>Traffic Forecast</b>  | <input type="checkbox"/> | <input type="checkbox"/> |                 |



## PS&E Checklist for Centrally LET Projects

**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).

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

\*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)



## PS&E Checklist for Centrally LET Projects

**Correspondence Docu-set Documents:** The following files have been uploaded to the Let Preparation → Final Plans Library → Correspondence Docu-set.

|  | Completed                | N/A                      | Status |
|--|--------------------------|--------------------------|--------|
| Approved Design Criteria   | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Field Inspection (or CFI) Minutes & Questions*   | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Combine Field Inspection (CFI) Minutes, Questions*                                     | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Pre-Let Field Inspection (PLFI) Minutes, Questions*                                    | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Final Pavement Design Recommendation   | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Bridge Foundation Report   | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Geotechnical Recommendations: Planning, Roadway, Structures, & Pavement (if available) | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Shoring Recommendations including letters, SP's, details, etc.                         | <input type="checkbox"/> | <input type="checkbox"/> |        |

\*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 Docu-set:

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

**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) | <input type="checkbox"/> | <input type="checkbox"/> |        |
| ICTs to accompany Signal Plans (.doc)        | <input type="checkbox"/> | <input type="checkbox"/> |        |
| ICTs to accompany ITS Plans (.doc)           | <input type="checkbox"/> | <input type="checkbox"/> |        |



# PS&E Checklist for Centrally LET Projects

## Additional Information and Items Entered in Other Tools

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

|  | Completed                | N/A                      | Status |
|--|--------------------------|--------------------------|--------|
| <b>Project Commitments</b> – updated in Preconstruction Commitment Dashboard | <input type="checkbox"/> | <input type="checkbox"/> |        |
|  | Yes                      | No                       | Status |
| Are there <b>Force Account Signing Items</b> on project?                     | <input type="checkbox"/> | <input type="checkbox"/> |        |

## 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: