**PS&E Checklist for Work Order under an ID/IQ Contract**

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| --- | --- | --- |
| TIP #: | Construction WBS: | FA #: |
| County: | Description: | |

This checklist should be completed for each work order and serve as supporting documentation for Construction Authorization requests.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| REQUIREMENT | YES | NO | N/A | COMMENTS |
| Final plan set is complete (including  Ped/ADA in work zones) |  |  |  |  |
| Design exceptions documented and approved |  |  |  |  |
| Approved Environmental Planning  Document / Environmental Consultation *(if*  *Environmental Document was signed greater than 12 months prior to construction fund request)* |  |  |  |  |
| Final Design (or combined) Field Inspection has been conducted (if warranted) |  |  |  |  |
| All permits are approved |  |  |  |  |
| ROW Certification letter (or ROW Field Certification Form) is complete and signed. |  |  |  |  |
| Utility and Railroad Certifications are complete and signed. |  |  |  |  |
| All agreements are fully executed (i.e.  Railroad, Municipal, Utility) |  |  |  |  |
| Updated and verified Engineer’s Estimate |  |  |  |  |
| Bonding needed for the work order in alignment with the bonding requirements. |  |  |  |  |
| Work order time established and is reasonable. |  |  |  |  |
| Time related incentives / disincentives (i.e. liquidated damages) have been considered. The use of I/D provisions should be restricted to critical projects where it is essential to minimize traffic delays |  |  |  |  |
| Funding authorization complete before work order assignment. |  |  |  |  |

No Federal-aid or State-funded transportation improvements will be advertised for bids prior to authorization of the PS&E package by NCDOT personnel as documented in the NCDOT/FHWA Stewardship and Oversight Agreement. Therefore, the North Carolina Department of Transportation has conducted a final review of the subject project agreement pertaining to the completion of plans, specifications, and estimates (PS&E). The work order(s) contains the appropriate components within the PS&E package that meet state or federal-aid requirements in accordance with 23 Code of Federal Regulations except as noted below:

Comments:

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_