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

|  |  |  |
| --- | --- | --- |
| 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:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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