

# PS&E Check-In List

Project Number and Name:

Ready for PS&E Approval?

Ready for check-in to Acquisitions?

Ready to Advertise?

PM:		HDM:	
Lead Designer:		Contract Specialist:	
Program Amt (\$):		COE:	

## Schedules & Options

A (\$):		X (\$):	
B (\$):		Y (\$):	
C (\$):		Z (\$):	
Total (\$):	\$ 0	Total (\$):	

Schedule Type:

FP Version:

Procurement Type:

Electronic File Location:

## Proposed Dates

Pre-solicitation		Award	
Advertisement		Notice to Proceed:	
Bid Opening		Is an Accelerated NTP needed	

## Needed for PS&E Approval and Acquisitions Check-In

Placefile in PM folder section as shown:	Document/Item	Date	Status <i>(Pull down for Completed, Pending, N/A, or fill in by typing in the field)</i>
11.2	Estimate (escalated to Advertisement Month)		
11.2	Estimate Promoted in EEBCS (by PM)		
11.3	UPA		
11.3	Incentives and Adjustments Spreadsheet		
11.4	Funds Certified in Prism		
11.4	Coordinate with programming and complete the PR_Accounting_Breakout Spreadsheet		
11.5	NEPA		
11.5	State Environmental Compliance		
11.5	Section 4(f) exception		
11.5	PM Verified the Environmental Documents Cover the Entire Project Scope of Work		
11.5	Environmental Commitments Incorporated into PS&E		
11.6	401 Permit		
11.6	404 Permit		
11.6	Verify project falls within the NPDES General Permit and a copy is provided		
11.6	Encroachment Permit		
11.6	Special Use Permit		
11.6	Timber Permit		
11.7	Other Permit		

# PS&E Check-In List

**Project Number and Name:**

Placefile in PM folder section as shown:	Document/Item	Date	Status <i>(Pull down for Completed, Pending, N/A, or fill in by typing in the field)</i>
11.7	<a href="#">Right of Way Certification Complete</a>		
11.7	Letter of Consent Received		
11.8	<a href="#">Utility Status Certification</a>		
11.9	AE Plans (Signed and Sealed)		
11.9	BIL signs included in plans? If no, provide reason for exception to QAS		
11.10	SCRs (if A/E, signed and sealed)		
11.10	Section 637 - Office lease needed? <span style="margin-left: 100px;">If so discuss with Acquisitions</span>		
11.10	Fire Plan and other Appendices included?		
11.11	CPM Construction Schedule		
11.12	Pavements Report		
11.12	Geotechnical Report		
11.12	Hydraulics Report		
11.12	Design Physical Data and Reports		
11.14	Project Contact List (partners, A/E, AS-AD & Conformed Contract Distribution)		
11.14	Quality Assurance Certification Signed		
11.17	Project Memorandum of Agreement		
11.18	Highway Design Standards		
11.19	All Partner Agency Approval		
11.4	Division Director approval obtained via email if contingency on PR and 1240 exceeds 5%		

# Needed for Check-In to Acquisitions

*Project Number and Name:*

Placefile in PM folder section as shown:	Document/Item	Date	Status <i>(Pull down for Completed, Pending, N/A, or fill in by typing in the field)</i>
N.A	If A/E, Post-Design Services Task Order In Place?		
11.1	Project Synopsis Completed and Delivered to Acquisitions?		
11.1	Sources Sought/Market Research Completed		
11.1	Acquisition Plan Completed		
11.1	DNF FAR 22.503 for projects >\$25 million and has a Project Labor Agreement been considered? State in the Acquisition Plan.		
11.1	DNF FAR 6.401 Is other than sealed bidding proposed? If so list trade-offs in the acquisition plan.		
N.A	If Full and Open competition, what % of work to be completed by the Prime Contractor? (To be discussed at check-in)		
11.2	If an A+B contract, are the Road User calculations complete?		
11.15	DNF FAR 52.211-6 Brand Name or Equal Memo needed?		
11.16	DNF FAR 52.217 Evaluation of Options needed? (Discuss eval. of options language at check-in.)		
11.14	Liquidated Damages Calculated? <span style="float: right;">Enter the LD Amount</span>		

***Do the following apply this to procurement?***

	Partnering		
	Lab Trailer Alternate		
	Asphalt Binder Escalation		
	Fuel Escalation		
	Scheduled Site Visit (FAR 52.236.27)		

**NOTES:**

**Project Manager Signature**

# CLIENT DISTRIBUTION LIST

## AS-AD and/or CONFORMED SETS PLANS & SPECS

Please list ALL clients who are to receive copies of plans, specifications and Customer Satisfaction Survey.  
Specify "as-ad" or *conformed* sets by placing Client Agency in proper column.  
The package(s), along with any amendments issued, will be distributed as appropriate.

<i>AS-ADVERTISED SETS</i> Amendments are distributed as they occur		<i>CONFORMED SETS</i> Includes all amendments & completed bid schedule(s) \$	
Client Agency:		Client Agency:	
Contact:		Contact:	
Email:		Email:	
Phone:		Phone:	
Address:		Address:	
# of Copies:	Customer Survey:	# of Copies:	Customer Survey:
Client Agency:		Client Agency:	
Contact:		Contact:	
Email:		Email:	
Phone:		Phone:	
Address:		Address:	
# of Copies:	Customer Survey:	# of Copies:	Customer Survey:
Client Agency:		Client Agency:	
Contact:		Contact:	
Email:		Email:	
Phone:		Phone:	
Address:		Address:	
# of Copies:	Customer Survey:	# of Copies:	Customer Survey:
Client Agency:		Client Agency:	
Contact:		Contact:	
Email:		Email:	
Phone:		Phone:	
Address:		Address:	
# of Copies:	Customer Survey:	# of Copies:	Customer Survey:
Client Agency:		Client Agency:	
Contact:		Contact:	
Email:		Email:	
Phone:		Phone:	
Address:		Address:	
# of Copies:	Customer Survey:	# of Copies:	Customer Survey:

# QUALITY ASSURANCE CERTIFICATION

## Purpose of Certification

Certification statements reinforce that the final Plan, Specification, and Estimate (PS&E) and supporting documents have been prepared and checked in accordance with established procedures and that the final PS&E meets appropriate standards and provides clear direction for construction of the project.

The objectives of certification are to:

Promote confidence that the final project documents meet a level of quality that is appropriate and is consistent with similar CFL projects and the project is biddable, ready for advertisement, can successfully be constructed, and the estimate was prepared in accordance with the EE Manual and FAR 36.203.

## Roles and Responsibilities

PMs, COEs, and HDMs, have been identified as having a considerable influence on the quality of the overall PS&E documents and therefore are delegated the responsibility for completing a quality assurance certification. Each internally delivered project will be signed by the PM, COE, and HDM. Externally delivered projects will be signed by the PM, COE, and AE PM.

Signing of certifications is not to be further delegated.

PM - Manages Scope, Schedule, Budget (including CN estimate), and Quality through completion

HDM - Responsible for the production of the PS&E, including incorporation of engineering recommendations from other disciplines.

COE - Evaluates constructability, biddability of the PS&E with focus on contract administration, and constructed quality.

## Procedures

Complete certifications prior to having the project's title sheet signed. Present the signed certification to the Director of Engineering at project signing.

Individuals that have the dual role of PM/COE sign the certification in both the PM and COE signature blocks. When project is delivered externally, AE Project Manager will sign in the Highway Design Manager section.

FEDERAL HIGHWAY ADMINISTRATION  
CENTRAL FEDERAL LANDS HIGHWAY DIVISION  
**QUALITY ASSURANCE CERTIFICATION**

**Project Number and Name:**

**PROJECT MANAGER**

I have managed all aspects of the project scope, schedule, budget, and quality, including risk. I certify the project is biddable, can be successfully constructed, and the final package is ready to advertise.

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

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

**CONSTRUCTION OPERATIONS ENGINEER**

I understand the risks assumed in the design and have evaluated the technical construction administration aspects of the project. I certify the project is biddable and can be successfully constructed.

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

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

**HIGHWAY DESIGN MANAGER / AE PROJECT MANAGER**

I have managed the design development to ensure continuous quality control. I certify the project documents are ready to advertise for construction.

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

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