

PROJECT ENGINEER (PE) HOLD FILE CHECKLIST

Project Number: _____

Project Name: _____

Prepared by: _____ Date: _____

⚠ If the design is modified during the advertisement period, be sure to rerun/reprint files as necessary and provide updated information to Acquisitions.

The PE Hold File contains the necessary documentation for the Construction Project Engineer to oversee and administer the construction of the project.

The Designer provides the PE Hold File to the Construction Project Engineer according to P6 schedule and after receiving verification that Acquisitions has placed the final contract in the appropriate folder. Prepare per the following instructions:

Instructions for Preparing the PE Hold File

1. Prepare and validate all required documents or information of Tables 1, 2, and 3 to the appropriate ProjectWise folders per [WFL Project Folder](#) standards. Coordinate with other disciplines as necessary.
2. Email a ProjectWise link of the Project folders listed blow and this checklist to the Construction Project Engineer and CC the Highway Design Manager (HDM), Construction Operations Engineer (COE), and WFL.Final_Review@dot.gov.

o HwyDesign

(Information provided from [Design Book Index](#))

- 10-Quantities Estimate and Schedule
- 20-Design Documentation
- 40-General Correspondence
- 60-Design Deliverables to Construction

o Signoff

(Information provided from [Signoff Package Checklist](#))

- B-Signoff Documents

o Acquisitions

(Information provided by Acquisitions after Award)

- PS and E
 - Awarded Contract
 - Awarded Estimate
 - Physical Data
 - Plan Sheet PDF files

o Collaboration

(Information provided from [Design Book Index](#))

- Meeting Minutes

Table 1 GENERAL INFORMATION (PW\...\Project Folder\...\ "folder"\)			
DESIGNER (or document Preparer) <ul style="list-style-type: none"> Place and/or verify the files listed below are in the correct project folder on ProjectWise, as applicable. 			
Information	Discipline	ProjectWise Folder	✓ or NA
AGREEMENTS			
Match/Project Agreement	PM	60 – Design Deliverables to Construction	
Material Source Agreements	Design	60 – Design Deliverables to Construction	
Cooperating Agency Agreements	PM and ENV	60 – Design Deliverables to Construction	
Right-Of-Way Portfolio	RW/U	Signoff/B-Signoff Documents	
Utility Portfolio	RW/U	Signoff/B-Signoff Documents	
DESIGN BOOK INFORMATION			
Quantity Calculations	Design	10-Quantities Estimate and Schedule	
Highway Design Standards	Design	20-Design Documentation	
Design Narrative	Design	20-Design Documentation	
Letters	Design	40-General Correspondence	
Contact Information (phone/email/address) for Principal Contacts	Design	40-General Correspondence	
Field Review Memos and Trip Reports	Design	Collaboration\Meeting Minutes	
PE Hold File Checklist (this document)	Design	60 – Design Deliverables to Construction	
Desing Book Index	Design	01-CADD\Design	
TECHNICAL REPORTS			
Pavement Recommendation Memo	Materials	60 – Design Deliverables to Construction	
Hydraulic and Hydrological Data	Hydraulics	Acquisitions\PS and E\Physical Data\	
Environmental Commitment Summary	Environment	Signoff/B-Signoff Documents	
Environmental Decision Document (Cat-Ex, EA/FONSI, EIS/ROD)	Environment	Signoff/B-Signoff Documents	
Geotechnical Data	Geotechnical	Acquisitions\PS and E\Physical Data\	
OTHER DESIGN REPORTS			
Important Notice Letter (.DOCX)	Design	01-CADD\Design	
Georeferenced PDFs (PDF) (provide when requested by Construction and only when a KNOWN Geographic Coordinate System is used)	Design	60 – Design Deliverables to Construction	
Bridge Rebar List	Structures	60 – Design Deliverables to Construction	

Table 2 PHYSICAL DATA (Physical Data per WFLHD Supplement 9.6.10-2)				
DESIGNER (or document Preparer) <ul style="list-style-type: none"> Verify the files listed below are in the correct project folder on ProjectWise, as applicable. 				
CONSTRUCTION (PROJECT ENGINEER) <ul style="list-style-type: none"> Confirm the contractor has located these files from SAM.gov. These files are made available during Advertisement. 				
Information	Format	Discipline	ProjectWise Folder	✓ or NA
Bridge Data	PDF	Structures	Acquisitions\PS and E\Physical Data\	
Pavement Preservation Road Inventory Program Report	PDF	PM	Acquisitions\PS and E\Physical Data\	
Stormwater Pollution Prevention Plan (SWPPP)	PDF	ENV	Acquisitions\PS and E\Physical Data\	
Erosion and Sediment Control Plan (ESCP)	PDF	ENV	Acquisitions\PS and E\Physical Data\	
Proposed horizontal and profile alignment(s) report	PDF	Design	Acquisitions\PS and E\Physical Data\	
	LandXML	Design	Acquisitions\PS and E\Physical Data\	
Cross-sections ^[1]	PDF	Design	Acquisitions\PS and E\Physical Data\	
Culvert Cross Sections ^[1]	PDF	Design	Acquisitions\PS and E\Physical Data\	
Earthwork end area volume report	PDF	Design	Acquisitions\PS and E\Physical Data\	
Superelevation Report	PDF or XLSX	Design	Acquisitions\PS and E\Physical Data\	
Proposed Finished surface	LandXML	Design	Acquisitions\PS and E\Physical Data\	
Proposed Finished Subgrade surface	LandXML	Design	Acquisitions\PS and E\Physical Data\	
Proposed 3D Breaklines	DXF	Design	Acquisitions\PS and E\Physical Data\	
Existing Ground Surface	LandXML	Design	Acquisitions\PS and E\Physical Data\	
Control Point Coordinates	XLSX	Design	Acquisitions\PS and E\Physical Data\	
Clearing limits	PDF or XLSX	Design	Acquisitions\PS and E\Physical Data\	
Construction staking notes	PDF or XLSX	Design	Acquisitions\PS and E\Physical Data\	
X, Y, Z coordinates Subgrade XYZ Report	PDF or XLSX	Design	Acquisitions\PS and E\Physical Data\	
X, Y, Z coordinates Intermediate Grade XYZ Report	PDF or XLSX	Design	Acquisitions\PS and E\Physical Data\	
X, Y, Z coordinates Final Grade XYZ Report	PDF or XLSX	Design	Acquisitions\PS and E\Physical Data\	

Footnotes:

^[1] Provide labeled subgrade cross sections at necessary inflection points.

Table 3 INFORMATION PROVIDED BY ACQUISITIONS – Provided at After AWARD				
DESIGNER (or document Preparer) <ul style="list-style-type: none"> Verify the files listed below are in the correct project folder on ProjectWise, as applicable. 				
Prepared By: CONSTRUCTION (PROJECT ENGINEER) <ul style="list-style-type: none"> Confirm the contractor has located these files from SAM.gov. These files are made available during Advertisement and/or provide to the contractor. 				
Information	Format	Discipline	ProjectWise Folder	✓ or NA
Awarded Contract	PDF	Acquisitions	Acquisitions\PS and E\Awarded Contract	
Contractor Questions & Answers (Q&A) - Q&A asked during Advertisement	XLSX	Acquisitions	Acquisitions\PS and E\Awarded Contract	
Awarded Special Contract Requirements - Includes amendments	DOCX	Acquisitions	Acquisitions\PS and E\Awarded Contract	
Awarded Estimate - Available via Masterworks		Acquisitions		
Physical Data - Information provided during Signoff	Various	Acquisitions	Acquisitions\PS and E\Physical Data\	
Awarded Plan set - Includes amended pages	PDF	Acquisitions	Acquisitions\PS and E\Plan Sheet PDF files\	