|  |  |  |
| --- | --- | --- |
| **Summary of Signoff Documents** |  |  |
| ALL – Place the following Signoff documents into the folders indicated. Use the filenames below with the [project identifier “*code*”](https://highways.dot.gov/federal-lands/design/plan-prep/wfl/naming) as a prefix.  | **Document File Size:**Each file must be under 100 MB (SAM.gov limit). * **PDFs**: Split into parts (e.g. “Set 1 of 2”, “Set 2 of 2”)
* **DGN/XML/DXF**: If over 100 MB, compress into a ZIP file and place it in the appropriate folder.
 | **Chief of Engineering Review Documents:** PROJECT MANAGER – Set up a meeting with the Chief of Engineering when the project is ready for review, after QA memo has been received. Include a PW link …*\Project Folder\Signoff*\... to the Signoff folder in the meeting invite per [Supplement 9.6.4.5-1](https://highways.dot.gov/federal-lands/pddm/wfl/pse-package-signoff-process). | **Documents to Acquisitions:**PROJECT MANAGER – Send ProjectWise link of the *…\Project Folder\Signoff\*... AND *…\Project Folder\HwyDesign\20-Design Documentation\*... to Acquisitions in Project Development to Acquisitions Hand-Off Meeting invite per [Supplement 9.6.4.5-1](https://highways.dot.gov/federal-lands/pddm/wfl/pse-package-signoff-process).**Ensure all documents are FINAL versions with no comments remaining in documents**. |
| \Project Folder\Signoff\**A-PSE**\* Plans ← *code*\_plans.pdf
* Special Contract Requirements ← *code*\_scr.docx
* Notice to Bidders/Offerors ← *code*\_ntb.docx
* Engineer’s Estimate ← *code*\_ee-a.pdf

(“a” is the schedule or option when applicable)* WFLHD Incentives Adjustment ← *code*\_WFLHD‌\_Incentives‌\_Adjustments‌.xlsx
* Permits ← *code*\_HI.pdf
 | \Project Folder\Signoff\**B-Signoff Documents**\* Signoff Package to PS&E Checklist ← *code*\_Signoff-Checklist.docx
* Quality Assurance (QA) Review Memo ← *code*\_QA Memo.pdf
* Data for Synopsis in FEDBizOps ← *code*\_fp14-synopsis-form.pdf
* Construction Procurement Request
* Government Printing Procurement Request
* Letter of Authorization ← *code*\_DOT-1240.pdf
* Economic Price Adjustment Memo ← *code*\_df\_econ\_price\_adjust.docx
* Backup Information for IGE ← *code*\_UPA.pdf
* Construction Engineering Budget ← *code*\_ce-budget.pdf
* Contract Time ← *code*\_contract-time.pdf
* PS&E Notice to Proceed (NTP) Calculator ← *code*\_PSE-NTP-Calc.xlsx
* A+B Data
* PS&E Assembly & Review (WFLHD-2) ← *code*\_WFLHD-2.pdf
* PDF printed copy of HDS form ← *code*\_Highway DesignStandards.pdf
* Agency Concurrence ← *code*\_concurrence.pdf
* Sole Source Justification ← *code*\_ssj.docx
* Options Justification ← *code*\_option-request-memo.docx
* Adjacent / Virtually Adjacent Memo ← *code*\_AdjVirt Adjacent.docx
* External Distribution List ← *code*\_External-Distribution-List.docx
* Environmental Commitment Summary ← *code*\_ECS.docx
* Environmental Decision Document (Cat-Ex or EA/FONSI or EIS/ROD)
* Right-Of-Way Portfolio ← *code*\_ROW.docx
* Utility Portfolio ← *code*\_Utility.docx
 |
| \Project Folder\HwyDesign\**20-Design Documentation**\* Highway Design Standards (HDS) ← *code*\_HighwayDesignStandards.pdf(original signed PDF)
 |
| \Project Folder\Signoff\**C-Physical Data**\* Hydraulic and Hydrological Data ← *code*\_HYD\_*<Memo>*.pdf
* Bridge Data ← *code*\_BRIDGE\_*<Memo>*.pdf
* Geotechnical Data ← *code*\_GEO\_*<Report Number>*.pdf
* Other Data
	+ Pavement Preservation Road Inventory Program (RIP) Report ← *code*\_Project-Name-Change.docx
	+ Project Name Change Memo ← *code*\_Project-Name-Change.docx
	+ Stormwater Pollution Prevention Plan (SWPPP) or

Erosion and Sediment Control Plan (ESCP) ← *code*\_SWPPP or ESCP.pdf | * Design Data (see table below)

| **Document**Physical Data per [Supplement 9.6.10-2](https://highways.dot.gov/federal-lands/pddm/wfl/release-digital-design-data-3d-models) | **File Naming Convention** | **Footnote** |
| --- | --- | --- |
| Proposed horizontal alignment(s) and profile grade(s) in Portable Document Format (.pdf) and LandXML (.xml) formats | ← *code*\_proposed-alignment\_[NAME].pdf← *code*\_proposed-alignment\_[NAME].xml | 1 |
| Cross Sections in Portable Document Format (.pdf) | ← code\_XS\_[Alignment NAME].pdf | 3 |
| Culvert Cross Sections Portable Document Format | ← code\_XS\_culverts\_[Alignment NAME].pdf | 3 |
| Earthwork volume report in Portable Document Format (.pdf) | ← *code*\_Earthwork\_[NAME].pdf | 1,2 |
| Superelevation report in Portable Document Format (.pdf) or Microsoft Excel (.xlsx) format | ← *code*\_superelevation\_[Alignment NAME].pdf (or .xlsx) | 1 |
| Proposed finished surface in LandXML (.xml) format | ← *code*\_Proposed-finish-surface.xml |  |
| Proposed finished subgrade surface in LandXML (.xml) format | ← *code* \_Proposed-finish-subgrade-surface.xml |  |
| Proposed 3D breaklinesin Drawing Exchange Format (.dxf) | ← *code*\_Proposed-3D-breaklines.dxf |  |
| Existing ground surface in LandXML (.xml) format | ← *code*\_existing-ground-surface.xml |  |
| Control Point coordinates in Microsoft Excel (.xlsx) format | ← *code*\_control-points.xls |  |
| Clearing limits (based on theoretical catch points) in Portable Document Format (.pdf) and Microsoft Excel (.xlsx) format | ← code\_clearing-limit\_[Alignment NAME].pdf (or .xlsx) | 1 |
| Construction staking notes containing points at centerline, shoulders, and theoretical slope stake catch in Portable Document Format (.pdf) and Microsoft Excel (.xlsx) format | ← code\_construction-staking-notes\_[Alignment NAME].pdf (and .xlsx) | 1 |
| X, Y, Z coordinates Subgrade XYZ Report in Portable Document Format (.pdf) and Microsoft Excel (.xlsx) format | ← code\_XYZ\_base\_[Alignment NAME].pdf (and .xlsx) | 1 |
| X, Y, Z coordinates Intermediate Grade XYZ Report in Portable Document Format (.pdf) and Microsoft Excel (.xlsx) format | ← code\_XYZ\_inter\_[Alignment NAME].pdf (and .xlsx) | 1, 4 |
| X, Y, Z coordinates Final Grade XYZ Report in Portable Document Format (.pdf) and Microsoft Excel (.xlsx) format | ← code\_XYZ\_final\_[Alignment NAME].pdf (and .xlsx) | 1 |

Footnotes:1 Remove .pdf report footer displaying username and file path.2 Remove .pdf report Unit Area Cost and Material Cost columns.3 Provide labeled subgrade cross sections at necessary inflection points.4 Provide if applicable. |
| **Project Number:**Click or tap here to enter project number. | **Project Name:**Click or tap here to enter project name. | **Hand Off Meeting Date:**Click or tap to enter Hand-Off meeting date. |
| **Project Manager:**Click or tap here to enter name. | **HDM:**Click or tap here to enter name. | **CO:**Click or tap here to enter name. |
| **Designer:**Click or tap here to enter name. |  |
| **CFT Members:**Bridge:none Geotechnical:none Survey:noneEnvironment:Enter name here. Hydraulics:none Programming:noneConstruction:Enter name here. Materials:none R/W & Utilities:Enter name here. |  |
| ***Complete the following documents and meet the conditions specified below before forwarding projects to Acquisitions for solicitation preparation. Do not forward partially complete packages. The designer provides all documents unless otherwise noted and places them in the specified ProjectWise project folder. Store this checklist in Signoff folder “B”.*** |  |

|  |  |  | **↓       Portion completed by DESIGNER       ↓** | **↓     Portion completed by ACQUISITION     ↓** |
| --- | --- | --- | --- | --- |
| **REQUIRED**(See footnotes) | **INCLUDED**(Yes/No) | **FOLDER**(See footnotes) | **DOCUMENT**(With Instructions) | **Checklist Items** | **Included at Signoff (Yes/No)**(If NO, date expected to be received) | **Instructions/Info** | **Comments** |
| 1 |  | A | **Plans**File format: PDFPrepared By: DESIGNER* Title sheet electronically signed by Chief of Engineering signifying approval of the PS&E package. See [Supplement 9.6.4.4-1](https://highways.dot.gov/federal-lands/pddm/wfl/title-sheet-signatures) for title sheet instructions.
* Project number and name same as WFLHD Account Table and P6
* Summary of Quantity pay item numbers, pay item descriptions, pay item units, and quantities match Engineer’s Estimate and Quantity Tables in plan sheets.

See [WFL Plan Preparation](https://highways.dot.gov/federal-lands/design/plan-prep-wfl) for further information | Title sheet signed & dated? |  |  |  |
| Project Number & Name match P6 & WFL Finance Table? |  | CO checks this |  |
| Is there a county, borough, or census area? |  | Alaska has Census areas & boroughsAll other states have counties |  |
| 1 |  | A | **Special Contract Requirements (SCRs)**File format: DOCXPrepared By: DESIGNER* Project number and name same as WFLHD Account Table and P6
* Formatted by Business Support Services completed prior to Signoff

See further information on [SCR Creation](https://highways.dot.gov/federal-lands/specs/wfl-los/scr-edits-wfl) | SCRs in Word in PW? |  | Properly formatted?Footers have Project Number & Name matching P6 & WFL Finance Table; and are shown as [Project Number], [Project Name] |  |
| 1 |  | A | **Notice to Bidders** or**Notice to Offerors (for negotiated projects)**File format: DOCXPrepared By: DESIGNER* Project number and name same as WFLHD Account Table and P6
* Formatted by Business Support Services completed prior to Sign-Off

See WFL Supplemental Specifications for further information ([FP-14](https://highways.dot.gov/federal-lands/specs/wfl-los/fp-14-library) or [FP-24](https://highways.dot.gov/federal-lands/specs/wfl-los/fp-24-library)) | NTB in Word in PW? |  | Properly formatted?Footers have Project Number & Name matching P6 & WFL Finance Table; and are shown as [Project Number], [Project Name]Verify Contracting Type.Any special edits? (Examples of edits are Brand name, no physical data, TERO) |  |
| 1 |  | A | **Engineer’s Estimate (EE)**File format: PDF from MasterworksPrepared By: DESIGNER* Project number and name same as WFLHD Account Table and P6
* All data fields must be filled in on the Project Information.
* Accounting data funding code must be filled in on the schedule summary, if known prior to submission
* Pay item numbers, descriptions, pay units, quantities, and totals must match the Summary of Quantities and any applicable quantity summary tables.
* Include all incentives as applicable (e.g. Partnering, etc.) as listed on the WFLHD Incentives Adjustment form.
* Submit Construction Schedule for Final Estimate Review in Masterworks

See [FLH Estimates](https://highways.dot.gov/federal-lands/estimates) and [Masterworks User Guide: Design Module](https://highways.dot.gov/federal-lands/estimates/mw-guide/design) for further information  | Project Number & Project Name match SCRs & Plan cover sheet |  | Make sure project name and number is correct |  |
| Masterworks |  | Has Estimate been promoted to Acquisitions? |  |
| 1 |  | A | **WFLHD Incentives Adjustment**File format: XLSXPrepared By: DESIGNEROriginal file: [wflhd\_incentives\_adjustments.xlsx](https://highways.dot.gov/federal-lands/estimates/wfl/incentives-adjustments)* Include incentives as applicable (e.g. Partnering, Materials, Roughness, Fuel Escalation, Asphalt Escalation, etc.)
* Project number and name same as WFLHD Account Table and P6
* Provide for all projects
 | Are there Incentives? |  | If there is cost under any of the following headings, then the answer is YES:* Estimate Quality Material Incentive:
* Estimated Quality Smoothness Incentive:
* Estimated Quality Roughness Incentive:
* Other Estimated Incentives:
 |  |
| Incentives OKAY? |  | Are there duplicate incentives? |  |
| Partnering OKAY?(under Incentive) |  | Partnering is required in the FPNormally $5,000If no partnering or less than $5,000, need COE approval. (CO checks this) |  |
| Is the Incentives spreadsheet in PW? |  | This spreadsheet used to make sure matches Masterworks. |  |
| 2 |  | A | **Permits**File format: PDFPrepared By: ENVIRONMENT* Include Section I (Fire Suppression/Prevention Plan) if required
* Permits are signed and dated
* Permits must correlate with list in WFLHD –2
* Document is formatted by Business Support Services. Final documents stored in ProjectWise. Originals kept in project’s Environment folder.
* Project number and name same as WFLHD Account Table and P6
 | H section in PW (permits are listed on WFLHD-2)? |  |  |  |
| I Section in PW (fire suppression plan)? |  | If there is a Section J, then need a Section I (Reserved). |  |
| 1 |  | B | **Quality Assurance (QA) Review Memo**File format: PDFPrepared By: PROJECT MANAGER* Memo provided by Quality Assurances team to Project Manager at completion of their review
 |  |  | Acquisitions does not review/use this memo |  |
| 3 |  | B | **Data for Synopsis in FEDBizOps**File format: PDFPrepared By: PROJECT MANAGEROriginal file location (internal): [SAM synopsis form.docx](https://usdot.sharepoint.com/%3Aw%3A/r/sites/fhwa-wfl-Acquisitions/_layouts/15/Doc.aspx?sourcedoc=%7BBD2C995C-5639-4DF8-A021-FD6D08FFF6A1%7D&file=SAM%20synopsis%20form_Jan%202024%20Update.docx&action=default&mobileredirect=true)Website location (internal): [Construction Contracting Documents](https://usdot.sharepoint.com/sites/fhwa-WFLAcquisitions/SitePages/Construction-Contracting.aspx)* Confirm PDF is signed by PM
* If there was a preliminary plans posting, only resubmit this form if there are changes to the project concept or philosophy or changes in work.
* If applicable, approved options memo included as an attachment.
 | Signed by PM and emailed to CO prior to delivery, during the Acquisition Planning Phase. |  | CO needs this document to prepare FBO pre-solicitation posting Does not need to be in PW. |  |
| 1 |  | B | **Construction e-Procurement Request Form**File format: PDFPrepared By: PROJECT MANAGEROriginal file location (internal): [Construction e-Procurement Form](https://usdot.sharepoint.com/sites/fhwa-wfl/Shared%20Documents/Forms%20Library/bss-request-form.pdf)Website location (internal): [Electronic Forms Library](https://usdot.sharepoint.com/%3Au%3A/r/sites/fhwa-wfl/SitePages/Forms.aspx?csf=1&web=1&e=DIvW3k), under “WFLHD” tab* “Point of Contact” = PM; “PM/COE” = PM Branch Chief
* Dollar amount must match the Letter of Authorization amount.
* Dollar amount must be at least as much as the Engineer’s Estimate “Total Construction Amount”.
* If there are multiple schedules, the amount must be greater than or equal to one of the schedules, at least the smallest schedule.
* Must include the accounting data funding code
* Digitally signed by Chief of Engineering
 | PR is approved in PRISM and the amount covers “Total Estimated Construction Cost” |  | See IGE; PR needs to cover “Estimated Total of Bid Items” AND all “Incentives” |  |
| 2 |  | B | **Design Data – Culvert Cross Sections Portable Document Format (.pdf)**File format: PDFPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide PDF with cover sheet
* Label cross sections to include station/offset/elevation/culvert invert/culvert slope for all culvert inflection points and tie-in to existing ground

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information |  |  |  |  |
| 1 |  | B | **Government Printing e-Procurement Request Form**File format: PDFPrepared By: PROJECT MANAGEROriginal file location (internal): [Government Printing e-Procurement Form](http://wflnet/tools/eforms/forms/Government-Printing-E-Procurement-Request-Form.pdf)Website location (internal): [Electronic Forms Library](https://usdot.sharepoint.com/%3Au%3A/r/sites/fhwa-wfl/SitePages/Forms.aspx?csf=1&web=1&e=DIvW3k), under “WFLHD” tab* Estimate printing costs based on project size: Small: $3,000; Medium: $5,000; Large: $7,000
* Must include the accounting data funding code.
* Requisitioner and Funds Certifier must sign the request.
* Inform Acquisitions if color plan sheets are required for printed plan copies. Indicate which sheets should be color.
 | Do any plan sheets require COLOR printing? Is it clear which sheets need color printing? |  | Color plan sheets are much more expensive. |  |
| Does the PR reflect higher cost for color printing? |  |  |  |
| Adequate Funding |  | $7,000 should cover large projects & projects with color sheets.$3,000 okay for small projects. |  |
| Crosses FY |  | If crosses FY, remind the PM to provide a new printing PR after funding is received in next FY |  |
| 1 |  | B | **Letter of Authorization (LOA)**File format: PDFPrepared By: PROJECT MANAGEROriginal file location (internal): [DOT-1240.pdf](http://wflnet/tools/eforms/forms/DOT-1240.pdf)Website location (internal): [Electronic Forms Library](https://usdot.sharepoint.com/%3Au%3A/r/sites/fhwa-wfl/SitePages/Forms.aspx?csf=1&web=1&e=DIvW3k), under “WFLHD” tab* Authorized amount must match the Construction and Printing Procurement Request amount.
* Authorized amount must be at least as much as the Engineer’s Estimate “Total Construction Amount”.
* Signed by Financial Manager and the Chief of Engineering
* The LOA must include the accounting data funding code.
* If there are multiple schedules, the authorized amount must be greater than or equal to one of the schedules, at least the smallest schedule.
 | Is this an amended LOA?If YES, is original LOA included. |  | Both Amended and Original LOAs are needed for records. |  |
| Amount matches PR |  |  |  |
| Accounts match PR |  |  |  |
| Signed |  |  |  |
| 2 |  | B | **Economic Price Adjustment (EPA) Memo (aka. Escalation)**File format: PDFPrepared By: PROJECT MANAGEROriginal file location (internal): [df\_econ\_price\_adjust.doc](https://usdot.sharepoint.com/%3Aw%3A/r/sites/fhwa-wfl-Acquisitions/_layouts/15/Doc.aspx?sourcedoc=%7B1989A1FA-239D-4D78-A2AF-EA986D328FAA%7D&file=df_econ_price_adjust_11-06-2023.doc&action=default&mobileredirect=true)* Include only if required for project
* Signed by Contracting Officer (CO); digital signature acceptable.
 | EPA approval memo included? |  | This is a D&F memo, started by PM, signed by Final Review, & approved by CO.See example at [Construction Contracting](https://usdot.sharepoint.com/sites/fhwa-wfl-Acquisitions/SitePages/Construction-Contracting.aspx)  |  |
| If YES, is SCR 109.06A included? |  | This is in the E-pages. |  |
| 2 |  | B | **Backup Information for Independent Government Estimate (IGE)**File format: PDFPrepared By: DESIGNER* Information (e.g. UPA from Masterworks, etc.) used to develop the IGE.
* Complied in one PDF
* Required for all negotiated contracts including 8(a) sole source.
 | Support Data(for Negotiated contracts only) |  |  |  |
| 1 |  | B | **Construction Engineering (CE) Budget**File format: PDFPrepared By: CONSTRUCITON & DESIGNER* Document must be signed by Construction Operations Engineer (COE); digital signature acceptable.
* Notice to Proceed and Fixed Completion dates must match the date on the Supporting Data for Contract Time document.
* Designer to confirm the file is in the \*Project Folder\Signoff\B-Sign-off Documents\ folder*
* Project number and name same as WFLHD Account Table and P6
 | COE signed CE included? |  | Shows how much it will cost Government for Contract AdministrationFile in Contract File |  |
| 1 |  | B | **Contract Time**File format: PDFPrepared By: DESIGNER* **Use Critical Path Method (CPM)**
* Project information and signature block is located in the left tab of the header.
* Document must be signed by Construction Operations Engineer (COE); digital signature acceptable.
* Include adequate time to advertise and award the project. Use the PS&E to NTP calculator to determine these dates.
* Include support for durations and Liquidated Damages calculations
* Include critical submittals such as steel fabrication, fish passage windows, or other items that could affect construction timeline, as well as work restrictions, weather and wildlife, etc.
* Do not make changes to the schedule without the concurrence of the COE (initialed and dated).
* Designer to confirm the file is in the *\Project Folder\Signoff\B-Sign-off Documents\* folder
* Project number and name same as WFLHD Account Table and P6

See [CPM’s Made Easy](https://highways.dot.gov/federal-lands/design/tools/wfl/cpm-made-easy.pdf) and [CPM Tips](https://highways.dot.gov/federal-lands/design/tools/wfl/cpm-tips.pdf) for more detailed instructions on building CPMs. | NTP  |  | If Requested NTP is later than calculated NTP, CPM NTP should match the requested NTP.If Requested NTP is earlier than the calculated NTP, CPM NTP should match the requested NTP. COE has to concur and CO has to approve. |  |
| Schedule signed by COE |  | Can be located anywhere on schedule |  |
| 1 |  | B | **PS&E Notice To Proceed (NTP) Calculator**File format: XLSXPrepared By: DESIGNEROriginal file location: [pse-ntp-calc.xlsx](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fhighways.dot.gov%2Ffederal-lands%2Fdesign%2Ftools%2Fwfl%2Fpse-ntp-calc.xlsx&wdOrigin=BROWSELINK)  | PS&E NTP Calculator  |  | Delivery date matches date of handoffUsed correct TabIf any timeframes are shortened the CO has to approve.Requested Notice To Proceed (NTP) date matches the Notice to Proceed date on the Contract Time Schedule. |  |
| 2 |  | B | **A+B Data**File format: PDF or XLSX or DOCXPrepared By: PROJECT MANAGER, DESIGNER, and CONSTRUCTIONRefer to A+B Standard Operating Procedures on [Construction Contracting](https://usdot.sharepoint.com/sites/fhwa-wfl-Acquisitions/SitePages/Construction-Contracting.aspx) (internal) for further information.* Part A is provided in the submitted Engineer’s Estimate.
* Provide the documentation to support Part B Road User and Administrative Costs.

See [Supplement 9.6.2-1](https://highways.dot.gov/federal-lands/pddm/wfl/ab-bidding-price-time) for more information |  |  |  |  |
| 1 |  | B | **PS&E Assembly and Review (WFLHD-2)**File format: PDFPrepared By: PROJECT MANAGEROriginal file location: [wflhd-2.pdf](https://highways.dot.gov/federal-lands/design/forms-wfl/wflhd-2)* All data must be filled in (project number, project name, applicable dates, etc. on first sheet.)
* CFT SIGNOFF MEETING - The PM will schedule a Signoff meeting for all projects. If a CFT member cannot attend the meeting, they can either sign prior to the meeting or delegate a representative to attend the meeting in their place. Resolve outstanding issues prior to the Signoff meeting. The purpose of Signoff is to ensure that all comments from the Final review have been adequately addressed. All functions must electronically sign. Signature of Project Manager required.
* CONDITIONS - Any Conditions must be resolved. Initiator of remarks must state resolution, initial, and date when resolution occurred.
* PHYSICAL DATA - List verbatim the file name of all physical data provided in \*Project Folder\Signoff\C-Physical Data\* folder in their appropriate sections
* PERMITS - Fill in all applicable permit data.
 | Verify signatures |  | This form shows that the Functional Manager agrees that this project is ready for advertisement and award. |  |
| Are there any conditions?  |  | All conditions must show resolution before we can advertise. |  |
| Is there physical data? |  | File names need to match exactly to what the file name is in PW. |  |
| 1 |  | B | **Agency Concurrence**File format: PDF or EmailPrepared By: PROJECT MANAGER* Include applicable letters of concurrence from agencies.
* Agency concurrence is provided by the PM and can include an e-mail, letter, or signed plan title sheet (for NPS projects).
 |  |  |  |  |
| 2 |  | B | **Sole Source Justification**File format: PDFPrepared By: PROJECT MANAGEROriginal file location (internal): [ssj.docx](https://usdot.sharepoint.com/sites/fhwa-WFLAcquisitions/Construction%20Contracting/5_Sole%20Source/ssj.docx)* Include if required for project
* Provided by CFT discipline requesting item.
* Signed by Contracting Officer (CO); digital signature acceptable.

See [Construction Contracting](https://usdot.sharepoint.com/sites/fhwa-WFLAcquisitions/SitePages/Construction-Contracting.aspx) (internal) for more information. | Signed by CO |  |  |  |
| 2 |  | B | **Options Justification**File format:  PDFPrepared By: PROJECT MANAGEROriginal file location (internal): [option-request-memo.docx](https://usdot.sharepoint.com/%3Aw%3A/r/sites/fhwa-wfl-Acquisitions/_layouts/15/Doc.aspx?sourcedoc=%7BBC1A6C8F-15FF-4331-84AB-076322412EAC%7D&file=3_CONST_OptionsApprovalMemo.docx&action=default&mobileredirect=true)* Options Justification and Options Justification Memo provided by PM.
* Include the approved options memo as an attachment to FEDBizOps.
* Signed by Contracting Officer (CO); digital signature acceptable.

See [Construction Contracting](https://usdot.sharepoint.com/sites/fhwa-WFLAcquisitions/SitePages/Construction-Contracting.aspx) (internal) for more information. | Signed by CO |  | FAR requires CO to approve OptionsSee if Base & Options are shown in PS&E. |  |
| 2 |  | B | **Adjacent / Virtually Adjacent Memo**File format: PDFPrepared By: PROJECT MANAGEROriginal file location (internal): [DavisBaconAdj\_VirtAdjacent\_V2.docx](https://usdot.sharepoint.com/sites/fhwa-WFLAcquisitions/Construction%20Contracting/9_Virtually%20Adjacent/DavisBacon%20Adj_VirtAdjacent_V2.docx)* Include if required for project per LOS 108.01A
* Signed by Contracting Officer (CO); digital signature acceptable.
 | CO approval included? |  | This is based on Davis-Bacon case law.CO approves in advance. |  |
| 1 |  | B | **External Distribution List**File format:  DOCXPrepared By: PROJECT MANAGEROriginal file location: [external-distribution-list.docx](https://highways.dot.gov/federal-lands/design/forms-wfl/external-distribution-list)* List all external agencies or agency personnel. Include e-mail addresses.
* Include A/E firm for A/E Designs.
* If Award Letter only, specify as such.
 | Are names and email addresses included? |  | Partners, Counties, etc.A&E firm who designed the projectEmail required as all solicitation postings are sent by email |  |
| 1 |  | B | **Environmental Commitment Summary**File format: PDFPrepared By: ENVIRONMENT* Completed, signed, and dated
 | ECS signed & dated? |  | PS&E and Legal use this to ensure the commitments are in the contractIf ECS is not signed & dated, when will it be? |  |
| 1 |  | B | **Environmental Decision Document**File format: PDFPrepared By: ENVIRONMENT* CAT-EX, EA/FONSI, or EIS/ROD
* If more than one document, provide a PDF Portfolio
 | Cat-Ex |  | One or more of these documents used to document WFL’s NEPA decision |  |
| EA/FONSI |  | One or more of these documents used to document WFL’s NEPA decision |  |
| EIS/ROD |  | One or more of these documents used to document WFL’s NEPA decision |  |
| 2 |  | B | **Right-Of-Way Portfolio**File format: PDFPrepared By: RIGHT OF WAY* Include the following as applicable: Narrative, Certifications, Easements, Agreements, Permits, Course of Action form (for Cert 2 and 3), etc.
 | Every project will have one.If not all ROW is obtained, is Course of Action form provided? |  | Cert 1 means we have all ROWCert 2 means don’t have all of the ROW, but have the right to occupy and use the ROWCert 3 means don’t have all the ROW and don’t have the right to occupy and use all the ROWIf don’t have Cert 1, need Course of Action form to indicate how far along in the contracting process we can go before we have final ROW. |  |
| 2 |  | B | **Utility Portfolio**File format: PDFPrepared By: RIGHT OF WAY* Include the following as applicable: Certificate, Easements, Agreements, Permits, etc.
 | Every project will have a cert.If cert indicates agreements – are they provided? |  | A Utility Certification Portfolio is required.Are narratives included?Are No-Impact Concurrence Letters from Utility Companies included? If not, are the letters to the Utility Companies requesting their No-Impact Concurrence included? |  |
| 2 |  | C | **Hydraulic and Hydrological Data**File format: PDFPrepared By: HYDRAULICS and DESIGNER* Hydraulics to provide data to Designer (e.g. final reports/memos, etc.)
* Remove all cost estimates data from reports
* Provide report free of pdf comments
* Project number and name same as WFLHD Account Table and P6
* Designer to confirm the data is in the \*Project Folder\Signoff\C-Physical Data\ folder*
 | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Bridge Data**File format: PDFPrepared By: BRIDGE Team and DESIGNER* Bridge Team to provide data to Designer (e.g. As-Builts of existing bridge, Bridge Inspection Report, Load Rating report)
* Provide As-Builts with cover sheet
* Remove all cost estimates data from reports
* Provide report free of pdf comments
* Project number and name same as WFLHD Account Table and P6
* Designer to confirm the data are in the \*Project Folder\Signoff\C-Physical Data\ folder*
 | Are the exact filenames listed on the WFLHD-2 form? |  | Are hazardous material requirements included in SCRs (if applicable). |  |
| 2 |  | C | **Geotechnical Data**File format: PDFPrepared By: GEOTECHNICAL and DESIGNER* Geotech to provide data to Designer (e.g. final reports/memos, etc.)
* Designer to confirm the final report(s) / memoranda(s) are in the \*Project Folder\Signoff\C-Physical Data\* folder
* Remove all cost estimates data from reports
* Provide report free of pdf comments
* Project number and name same as WFLHD Account Table and P6
 | Are the exact filenames listed on WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Proposed horizontal alignment(s) and profile grade(s) in Portable Document Format (.pdf) and LandXML (.xml) formats**File format: PDF & XMLPrepared By: DESIGNER* Obtained from OpenRoads Designer
* Remove .pdf report footer displaying username and file path.
* Provide PDF with cover sheet

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further informationSee [Supplement 9.6.10-2](https://highways.dot.gov/federal-lands/pddm/wfl/release-digital-design-data-3d-models) for more information | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Cross Sections in Portable Document Format (.pdf)**File format: PDFPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide PDF with cover sheet
* Label subgrade cross sections to include station/offset/elevation for all subgrade inflection points and tie-in to existing ground

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Earthwork end area volume report in Portable Document Format (.pdf)**File format: PDFPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide a report that contains the Average End Area Method computations (e.g. Prismatic quantity tools or Average area end method).
* Provide PDF with cover sheet
* Remove .pdf report footer displaying username and file path.
* Remove .pdf report Unit Area Cost and Material Cost columns.

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Superelevation report in Portable Document Format (.pdf) or Microsoft Excel (.xlsx) format**File format: PDFPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide PDF with cover sheet

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Proposed finished surface in LandXML (.xml) format**File format: XMLPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further informationSee [Supplement 9.6.10-2](https://highways.dot.gov/federal-lands/pddm/wfl/release-digital-design-data-3d-models) for more information | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Proposed 3D breaklines in Drawing Exchange Format (.dxf)**File format: DXFPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further informationSee [Supplement 9.6.10-2](https://highways.dot.gov/federal-lands/pddm/wfl/release-digital-design-data-3d-models) for more information | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Existing ground surface in LandXML (.xml) format**File format: XMLPrepared By: SURVEY and DESIGNER* Survey to provide file to Designer
* Designer to confirm the file is in the \*Project Folder\Signoff\C-Physical Data\ folder* as the proper format

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further informationSee [Supplement 9.6.10-2](https://highways.dot.gov/federal-lands/pddm/wfl/release-digital-design-data-3d-models) for more information | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Control Point coordinates in Microsoft Excel (.xlsx) format**File format: XLSXPrepared By: SURVEY and DESIGNER* Survey to provide file to Designer
* Designer to confirm the file is in the \*Project Folder\Signoff\C-Physical Data\ folder* as the proper format

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Design Data – Clearing limits (based on theoretical catch points)**File format: PDF or XLSXPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide PDF with cover sheet

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information |  |  |  |  |
| 2 |  | C | **Design Data –** **Construction staking notes containing points at centerline, shoulders, and theoretical slope stake catch** File format: PDF or XLSXPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide PDF with cover sheet

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information |  |  |  |  |
| 2 |  | C | **Design Data –** **X, Y, Z coordinates Subgrade (Blue tops) XYZ Report** File format: PDF or XLSXPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide PDF with cover sheet

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information |  |  |  |  |
| 2 |  | C | **Design Data – X, Y, Z coordinates Intermediate Grade (Yellow tops) XYZ Report** File format: PDF or XLSXPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide PDF with cover sheet

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information |  |  |  |  |
| 2 |  | C | **Design Data – X, Y, Z coordinates Final Grade (Red tops) XYZ Report**File format: PDF or XLSXPrepared By: DESIGNER* Obtained from OpenRoads Designer (ORD)
* Provide PDF with cover sheet

See [ORD Manual](https://highways.dot.gov/federal-lands/cadd-support/ord-user-manual) for further information |  |  |  |  |
| 2 |  | C | **Pavement Preservation Road Inventory Program (RIP) Report**File format: PDFPrepared By: PROJECT MANAGEMENTInclude on all projects where applicable  | Are the exact filenames listed on the WFLHD-2 form? |  |  |  |
| 2 |  | C | **Project Name Change Memo**File format: PDFPrepared By: PROJECT MANAGEMENTOriginal file location (internal): [Project-Name-Change.docx](https://usdot.sharepoint.com/sites/fhwa-wfl-design/SharedDocuments/Policy-Process/Project-Name-Change.docx)* Include on all projects where applicable
 |  |  |  |  |
| 2 |  | C | **Stormwater Pollution Prevention Plan (AK, ID, MT, WA, WY)** or**Erosion and Sediment Control Plan (OR)**File format: PDF Prepared By: ENVIRONMENT* Environmental Specialist prepares digital SWPPP binder and provides to PS&E at Handoff.
* Include plan, with certification if required.
* Include digital SWPPP or ESCP binder for all projects with at least one acre of ground disturbance.
* Final documents stored in ProjectWise.
* Provide report free of pdf comments
 | Link provided to Acquisitions? |  | Verify there are no pdf comments in the documents provided. |  |
| 1 |  | 20 | **Highway Design Standards**File format: PDFPrepared By: DESIGNEROriginal file location: [Highway Design Standards](https://highways.dot.gov/federal-lands/design/forms/highway-design-standards) (or [HDS Memo](https://highways.dot.gov/federal-lands/design/forms/hds-memo) if applicable)* Fill in all pertinent data fields
* Obtain all signatures
* Provide replacement explanatory memo for non-roadway geometry projects
* Complete by PIH milestone
* PDF Print the signed form to place in the “B” folder for Acquisitions
 | Is form/memo signed? |  | Either HDS form or explanatory memo must be provided .Original or Copy needs to be in Folder B |  |
| 2 |  |  | **Site Accessibility** | Will the site be accessible and visible during Advertisement Period? |  | Accessibility period starts approximately 30 days from todayIf winter conditions, did we pre-advertise?If access currently closed, do we have contact info in NTB?Are there special access conditions that needs to be included in the NTB? |  |
| 2 |  |  | **Non-Acquisition WFL web links have been updated**Prepared By: ACQUISITIONS* Remove non-acquisition contact information from project web sites at https://highways.dot.gov/federal-lands/projects/by-state and replace with new contact information. During advertisement all project inquiries should be addressed to Contracts.
* Add the following text to the contact portion of the project web site:

**NOTICE**: This project has or will soon be advertised. See the Construction Procurement webpage at:  https://highways.dot.gov/federal-lands/business/construction-contracting for the most current information. Submit all technical questions to wfl.plans-spec@dot.gov. Submit all non-technical questions to WFL.Contracts@dot.gov. |  |  |  |  |
| 1 |  |  | **Schedule Handoff Meeting with Acquisitions**Prepared By: PROJECT MANAGER* Meeting to be scheduled by Project Manager. Invite both Contract Liaison Engineer/Technician and Contracting Officer.
* Schedule meeting at least 2 days prior to desired handoff. Provide a link to the *…\Project Folder\Signoff\*... AND *…\Project Folder\HwyDesign\20-Design Documentation\*... to Acquisitions in meeting invite per [Supplement 9.6.4.5-1](https://highways.dot.gov/federal-lands/pddm/wfl/pse-package-signoff-process).
* Meeting to discuss project specific information regarding the PS&E package.
 | Is bid opening on or after July 20 of any given year? |  | If bid opening is on or after July 20 in any given year, coordinate with Programming on the number of days for bid acceptance. |  |