## WEST VIRGINIA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS

## **PS&E DOCUMENTATION CHECKLIST**

Revised November 3, 2021

State Project Number:			
Federal Project Number:			
Project Name:			
County:			
Project Manager:	PS&E Submitte	d By:	
Telephone Number:	Telephone Num	ber:	
Email:	Email:		
Signature Applicable Section Head (Central Office or District):			
Type of Funding with Percentage: FHWA:		State:	
Engineering Phase Authorization Number:			
Is project on the latest approved STIP?	Yes	No	
Geotechnical Report Required?	Yes	No	
Note: All Material is t	o be submitted in PDF	format	
All Projects		BY	DATE
All Projects 1. One set of Plans in PDF format.		BY	DATE
	d Estimate Preparer -		DATE
<ol> <li>One set of Plans in PDF format.</li> <li>One copy of the detailed estimate, in PDF format, to be sign Responsible Charge Engineer or Project Manager, and</li> </ol>	d Estimate Preparer - Sivil Rights Compliance Div		DATE
<ol> <li>One set of Plans in PDF format.</li> <li>One copy of the detailed estimate, in PDF format, to be sign Responsible Charge Engineer or Project Manager, and for review by FHWA, Contract Administration Div., &amp; C</li> </ol>	d Estimate Preparer - Sivil Rights Compliance Div		DATE
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PLANS	BY	DATE
1. Title Sheet signed by all parties.		
2. Design Exceptions shown on Title Sheet.		
3. Revised Standard Drawings Used are listed on General Notes Sheet.		
4. Necessary Special Detail Sheets included in Plans or listed.		
5. Summary of Quantities in plans agrees with Proposal Quantities.		
<ol> <li>Summary of Quantities has been carried from Plan Tables, including the Bridge Quantity table.</li> </ol>		
7. Design Designation is current and agrees with Program Information.		
<ol> <li>General Notes Sheet is in Plans; the notes have been reviewed and are applicable to the project.</li> </ol>		
9. The proper Standard Detail Books are shown in the Standard Details General Note.		
10. Bench Marks and Survey Reference Points are shown on the Plans.		
11. The length of the project is shown on the Title Sheet, (separated into bridge and roadway, and total length).		
12. Typical Sections are shown for every roadway and situation encountered in the project.		
13. Typical Sections agree with pavement design.		
14. Current specifications called for.		
15. Grading Quantities as per DD-705.		
<ol> <li>Line, grade, typical section, and waterway opening included for a temporary bridge.</li> </ol>		
17. North Arrow shown on Plan Sheets.		
18. Bar Scale shown.		

MAINTENANCE OF TRAFFIC	BY	DATE
1. Temporary Traffic Control Plan included.		
2. Temporary Traffic Control Plan has been approved by Traffic Engineering.		

RIGHT OF WAY	BY	DATE
<ol> <li>Right of way shown on the Construction Plans agrees with the Right-Of-Way Plans.</li> </ol>		
2. Right of Way Plans submitted to the Right of Way Division (DR), requesting Right of Way Certificate, Staus of Utilities Certificate, and Hazardous Waste Certificate. If Right of Way is not required, a memo to DR stating no Right of Way is required along with a copy of the Title Sheet.		
3. Right of Way Certification received.		
4. Status of Utilities Certification received.		
5. Hazardous Waste Certification received.		

UTILITIES	BY	DATE
1. Encountered utilities are shown on the Title Sheet.		
2. All utility relocations and other dispositions are shown on the Plans.		
<ol> <li>Bureau for Public Health and owner(s) have approved water and/or sewer lines to be relocated by the project.</li> </ol>		
	CATIONS SHOWN (Yes or No, Date if	
1		
2		
3		
4		
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9		
10		

ESTIMATES	BY	DATE
1. Quantities are the same as in the Summary of Quantities Table in the Plans.		
<ol> <li>On Job Training item and quantity included in accordance with DD-814 for Non 3R projects with a cost estimate over \$2,000,000 and contract time greater than 12 months.</li> </ol>		
<ol> <li>Appropriate Type Codes from the AASHTOWare Project Estimation/Preconstruction software are shown.</li> </ol>		
4. The length of the project agrees with the length shown on the Title Sheet.		

PROPOSAL	BY	DATE
1. Schedule of Prices agrees with plans and the Engineer's Estimate.		
2. Final Working Day calculations in accordance with DD-803.		
<ol> <li>List of Project-Specific Special Provisions is included (See below). See DD-820 for guidance.</li> </ol>		
<ol> <li>If applicable, one set of the I/D Special Provision and backup data in PDF format.</li> </ol>		
5. Salvage Value memo, if applicable, and proper plan note in accordance with DD-812.		

	PROJECT-SPECIFIC SPECIAL PROVISIONS TO BE INCLUDED IN THE PROPOSAL					
NO.	NAME	SPECIAL PROVISION APPROVAL DATE				

ENVIRONMENTAL	REC Y	UIRED? N	BY	DATE
1. Categorical Exclusion.				
2. Environmental Asessment (FONSI).				
3. Final EIS/Record of Decision.				
4. Reevaluation (for Final EIS only).				
5. Section 4(f).				
6. *Section 106 (Cultural Resources) clear.				
7. *Endangered Species (plant or animal) clear.				
8. Wetlands clear.				
9. Hazardous Waste clear.				
10. ** Construction noise restrictions.				
11. Farmland impacts.				
12. Floodplain impacts.				
13. Residential or business relocation impacts.				
<ul> <li>* - These items must be clear in order to obtain the USACE's 404 Permit</li> <li>** - If yes, then indicate on the General Notes sheet.</li> </ul>			L	

PERMITS APPROVED (If Required)	REQUIRED? Y N		BY	DATE	
1. Corps of Engineers' 404 Permit					
2. Bureau for Public Health					
3. Coast Guard					
4. *NPDES permit					
5. Flood Plain Coordination Letter					
* Required if project will have more than 1 (one) acre (0.42 hectares) of Clearing and Grubbing area may be used for this determination.		rbing activities	. The project's	•	

			RE	VIEW HIS	FORY					
	BY	DATE	CO	COMMENTS RECEIVED (DATE)			COMMENTS ADDRESSED (DATE)			
REVIEW	БТ	DATE	DC	DIST.	FHWA		DC	DIST.	FHWA	
Preliminary Field										
Final Field										
Final Office										
have been reso	ts shall b ive been lved. Thi	•	Engineer District Connall be sig	ring Division nstruction a ned by the <i>i</i>	with a cov nd Mainter Assistant D	ver memorand	s and all o	comments		

AMOUNT TO BE USED FOR ENGINEERING AND CONTINGENCIES IN COST ESTIMATING Federal-Aid Projects							
						Projects greater than \$5 million9% + 4% = 13%	
rojects less than \$5 million							
Bridge Construction	15% + 4% = 19%						
Roadway Construction	9% + 4% = 13%						
Resurfacing (3R and 4R)	9% + 4% = 13%						
Other types of projects	15% + 4% = 19%						
ER Projects							
FEMA Projects							
Signing Projects							
Lighting Projects							
Guardrail Projects							
Traffic Signal Projects							
APL Projects							
Piling Projects							
State-F	Funded Projects						
Bridge and Roadway Construction	9% + 4% = 13%						
Resurfacing	6% + 4% = 10%						

## West Virginia Department of Transportation Division of Highways **Proposal Work Category Checklist**

Revised 12/1/2021

Project Name: \_\_\_\_

Prepared By: \_\_\_\_

State Project Number: \_\_\_\_\_\_ Federal Project Number: \_\_\_\_\_\_

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

The Categories of Work indicated below are included in the plans for this project. Prime contractors must be prequalified prior to the bid letting in a combination of these sections in order to perform work amounting to not less than thirty percent (30%) of the contract cost, in accordance with Section 108.1 of the Standard Specifications. In addition, subcontractors must be prequalified in the items of work they are performing before subcontracting requests are approved. Requests to perform Project Specific Special Provision items must be submitted five (5) days before the bid letting by both prime and subcontractors.

DIVISI	ON 200-EARTHWORK
201	CLEARING AND GRUBBING
202	BUILDING DEMOLITION, WELL AND SEPTIC TANK ABANDONMENT
203	DISMANTLING STRUCTURES
204	MOBILIZATION
206	BASE COURSE REINFORCEMENT GEOGRID
207	EXCAVATION AND EMBANKMENT
211	BORROW EXCAVATION
212	STRUCTURE, ROCK, AND WET EXCAVATION
217	SPECIAL ROCK FILL
218	SLOPE AND FOUNDATION PROTECTION
219	CONTROLLED LOW-STRENGTH MATERIAL
228	SUBGRADE PREPARATION
229	SHOULDERS AND DITCHES
240	CLEANING CULVERTS, INLETS AND MANHOLES
DIVISI	ON 300-BASES
307	CRUSHED AGGREGATE BASE COURSE
311	OPEN GRADED FREE DRAINING BASE COURSE
DIVISI	ON 400-ASPHALT PAVEMENTS
401	ASPHALT BASE, WEARING, AND PATCHING AND LEVELING COURSES
402	ASPHALT SKID RESISTANT PAVEMENT
405	CHIP SEALS
407	FOG SEAL
408	TACK COAT
410	ASPHALT BASE AND WEARING COURSES, PERCENT WITHIN LIMITS (PW
415	MILLING OF ASPHALT PAVEMENT SURFACES
420	SINGLE/MULTIPLE COURSE MICRO SURFACING
DIVISI	ON 500-RIGID PAVEMENT
501	PORTLAND CEMENT CONCRETE PAVEMENT
502	APPROACH SLABS
503	SEALING CRACKS IN CONCRETE PAVEMENT
506	CONCRETE PAVEMENT REPAIR
507	CRACK AND POTHOLE REPAIR
508	DIAMOND GRINDING
510	RE-SEALING CONCRETE PAVEMENT JOINTS
511	DOWEL BAR RETROFIT
512	CONCRETE SLAB STABILIZATION
513	CONCRETE PAVEMENT CROSS STITCHING
514	ROLLER COMPACTED CONCRETE
-	ON 600-INCIDENTAL CONSTRUCTION
601	STRUCTURAL CONCRETE
602	REINFORCING STEEL
603	PRESTRESSED CONCRETE MEMBERS
604	PIPE CULVERTS
605	MANHOLES AND INLETS
606	UNDERDRAINS
 607	GUARDRAIL
608	RIGHT-OF-WAY FENCE
 609	SIDEWALKS
 610	CURBS, COMBINATION CURBS AND GUTTERS AND MEDIANS
611	PRECAST CONCRETE TRAFFIC DIVIDERS
 612	TUNNEL LINER PLATE PIPE
612	PILING WALLS
-	STEEL STRUCTURES
615 616	STEEL STRUCTURES
010	

<u> </u>		
	619	WATERPROOFING
	620	THREE-SIDED REINFORCED CONCRETE BRIDGE/CULVERT
	621	STEEL GRID FLOORING
	622	TIMBER BRIDGE STRUCTURES
	623	PNEUMATICALLY APPLIED MORTAR OR CONCRETE (SHOTCRETE)
	624	PREFORMED ELASTOMERIC JOINT SEALER
	625	ROCK SOCKETED DRILLED SHAFT
	626	RETAINING WALL SYSTEMS
	631	ELECTRICAL WORK
	632	HORIZONTAL DRAINS
	633	CONCRETE GUTTER, INVERT PIPE GUTTER, OR DUMPED ROCK GUTTER
	636	
	637	WATER
	638	PROJECT MARKERS, RIGHT-OF-WAY MARKERS, SURVEY MARKERS, AND OUTLET MARKERS
	639	CONSTRUCTION SURVEYING
	640	FIELD OFFICE AND STORAGE BUILDING
	641	MITIGATION DEVICES
	642	TEMPORARY POLLUTION CONTROL
	645	REINFORCED SOIL SLOPES
	651	FURNISHING AND PLACING TOPSOIL
	652	SEEDING AND MULCHING
	653	VINE AND GROUND COVER PLANTING
	654	TREE AND SHRUB PLANTING
	655	MATTING FOR EROSION CONTROL
	656	SEEDLING PLANTING
	657	ROADSIDE SIGN SUPPORTS
	658	OVERHEAD SIGN STRUCTURES
	659	SIGN LIGHTING
	660	TRAFFIC SIGNALS
	661	TRAFFIC SIGNS AND DELINEATORS
	662	ROADWAY LIGHTING
	663	PAVEMENT MARKINGS AND RUMBLE STRIPS
	664	IMPACT ATTENUATORS
	665	PLUGGING GAS, OIL, AND DRILLED WATER WELLS
	670	WATERLINE INSTALLATION
	675	SANITARY SEWERS
	679	OVERLAYING OF PORTLAND CEMENT CONCRETE BRIDGE DECKS
	681	ASBESTOS ABATEMENT
	685	BRIDGE CLEANING
	687	SHOP PAINTING METAL STRUCTURES
	688	FIELD PAINTING OF METAL STRUCTURES
	689	METALIZING STEEL
	690	SURFACE PREPARATION AND POWDER COATING OF NEW GALVANIZED
		STEEL FOR HIGHWAY SIGNING AND LIGHTING STRUCTURES
		SPECIFIC SPECIAL PROVISIONS
Request asterisk	to Pe are in	pecific special provision items marked below with an asterisk (*) require rform Project Specific Special Provision items. Those listed without a cluded in the corresponding category of work in which the contracto e work must be prequalified.