

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
DIVISION OF HIGHWAYS**

**PS&E DOCUMENTATION CHECKLIST**

February 19, 2016

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

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

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

County: \_\_\_\_\_

Project Manager: \_\_\_\_\_ PS&E'd By: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

DD (DDR or DDI) Section Head Signature: \_\_\_\_\_  
(Applicable to DD Projects)

Type of Funding with Percentage: FHWA: \_\_\_\_\_ State: \_\_\_\_\_

Engineering Authorization Number: \_\_\_\_\_

Is project on the latest approved STIP? \_\_\_\_\_ Yes \_\_\_\_\_ No

Geotechnical Report CD Required: \_\_\_\_\_ Yes \_\_\_\_\_ No

**MATERIAL TO BE FURNISHED TO CONTRACT ADMINISTRATION DIVISION'S PS&E SECTION  
(Note: All material is to be submitted in .PDF format)**

<b>All Projects</b>	<b>BY</b>	<b>DATE</b>
1. One set of Plans in .PDF format.		
2. For All Projects - One copy of the detailed estimate, in .PDF format, to be signed by the Responsible Charge Engineer or Project Manager, and Estimate Preparer - for review by FHWA, Contract Administration Division, and DBE.		
3. One copy of the Project Specific Special Provisions, in .PDF format.		
4. One set of working day calculations, and if applicable, one set of the I/D Special Contract Provision and backup data, in .PDF format.		
5. One copy of the executed project agreement, if applicable, in .PDF format.		
6. All applicable Permits, in .PDF format.		
7. Completed Americans With Disabilities Act Exceptions Justification Report (if applicable, in .PDF format).		
8. Completed PS&E Checklist in .PDF format.		

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.		
6. Summary of Quantities has been carried from Plan Tables, including the Bridge Quantity table.		
7. Design Designation is current and agrees with Program Information.		
8. General Notes Sheet is in Plans; the notes have been reviewed and are applicable to the project.		
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.		
16. Line, grade, typical section, and waterway opening included for a temporary bridge.		
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
1. Right of way shown on the Construction Plans agrees with the Right-Of-Way Plans.		
2. Right of Way Plans submitted to the Right of Way Division (DR), requesting Right of Way Certificate, Status 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.		
3. Division of Health and owner(s) have approved water and/or sewer lines to be relocated by the project.		

<u>LIST OF UTILITIES TO BE RELOCATED</u>	<u>RELOCATIONS SHOWN ON PLANS</u> (Yes or No, Date if Yes)
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____



ENVIRONMENTAL	REQUIRED?		BY	DATE
	Y	N		
1. Categorical Exclusion.				
2. Environmental Assessment (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 (10:00pm to 6:00am).				
11. Farmland impacts.				
12. Floodplain impacts.				
13. Residential or business relocation impacts.				
* - These items must be clear in order to obtain the USACOE's 404 Permit.				
** - If yes, then indicate on the General Notes sheet.				

PERMITS APPROVED (If Required)	REQUIRED?		BY	DATE
	Y	N		
1. Corps of Engineers' 404 Permit				
2. Bureau of 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 land disturbing activities. The project's Clearing and Grubbing area may be used for this determination.				

REVIEW HISTORY										
REVIEW	BY	DATE	COMMENTS RECEIVED (DATE)				COMMENTS ADDRESSED (DATE)			
			DC	DIST.	FHWA		DC	DIST.	FHWA	
Preliminary Field										
Final Field										
Final Office										
<p>Copies of all written comments and written responses shall be included in the PS&amp;E Package.</p> <p>District-designed projects shall be submitted to the Engineering Division with a cover memorandum stating that the project plans have been reviewed by the District Construction and Maintenance Sections and all comments have been resolved. This memorandum shall be signed by the Assistant District Engineer - Construction, Assistant District Engineer - Maintenance, and the District Engineer.</p>										

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Preliminary Field										
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Copies of all written comments and written responses shall be included in the PS&E Package.

District-designed projects shall be submitted to the Engineering Division with a cover memorandum stating that the project plans have been reviewed by the District Construction and Maintenance Sections and all comments have been resolved. This memorandum shall be signed by the Assistant District Engineer - Construction, Assistant District Engineer - Maintenance, and the District Engineer.

**AMOUNT TO BE USED FOR ENGINEERING AND CONTINGENCIES IN COST ESTIMATING**

**Federal-Aid Projects**

**Projects greater than \$5 million** 9% + 4% = 13%

**Projects 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-Funded Projects**

Bridge and Roadway Construction 9% + 4% = 13%

Resurfacing 6% + 4% = 10%

**NOTE:** The First % is for Construction Engineering.  
The Second % is for Contingencies.