

PS&E DELIVERY MANUAL



Prepared by:
Office of Project Letting

The information, documents, samples, web links, contacts, addresses, etc. referenced in this guide were correct at the time this document was created. The user is advised to obtain working copies of any referenced documents directly from the ODOT web site to assure having the most current versions.

This document can be found at the following website:
http://www.oregon.gov/ODOT/HWY/OPL/manuals_forms_etc.shtml

June 2016

Revision History

June 2016 –

1. [2.1](#)– Updated the calculations for the Project End Date Calculator

March 2016 –

2. [1.2](#) – Added new information on the Fast Track PS&E Process
3. [2.2m](#) – Updated the information about the Right of Way holdouts.
4. [5.c](#) – Added new information on the O&M manuals.

October 2015 -

1. Added section 3.d – Section 280 Erosion and Sediment Control

August 2015 -

1. [1.2](#) – Added new information on the Fast Track PS&E Process
2. [4.2](#) – Added new information on Letters of Clarification (LOC)
3. [Appendix E](#) – Added the 10 Day Fast Track PS&E Review Calendar

November 2014 –

1. [2.g](#) – Added the new requirements for uploading the Notice of eBIDS Roadway Digital Design Data Letter and the eBIDS Handoff Package as a bid reference document.

April 2014 –

General Changes Made:

1. Corrected hyperlinks.

Specific Changes Made:

1. [1.1](#) - The 12 Month Contractor’s Schedule of Contract Lettings is now posted on the 2nd Friday of the month.
2. [2.2.p](#) – Added the new resolution timeframes for outstanding PD-02 items.
3. [2.d](#) – Updated the Technical Bulletin for the 1R Program
4. [4.1](#) – Specified how addenda letters and addenda plan sheets must be scanned.
5. [Appendix B](#) – Updated the resource list and org chart .

January 2014 –

Specific Changes Made:

1. [2.e](#) – In accordance with RD07-05(B), the section about the Region Roadway Managers approving the LPIF for salvaged materials with a value of \$25,000 or less was removed.

May 2013 –*Global Changes Made:*

1. Replaced Trns*Port with AASHTOWare Project® and AASHTOWare Project Estimator®. Added a footnote that this is due to a renaming of the system.
2. Changed Technical Expert to Technical Resource.
3. Added reference to eBIDS where applicable.

Specific Changes Made:

1. [2.2.g](#) – Added new “Mobility Checklist” deliverable. Also added to the PS&E Checklist.
2. [2.2.o](#) – Expanded the Buy America language.
3. Added new section [6 – Additional Completeness Items \(not on Completeness Checklist\)](#).
4. Completeness Checklist, [3.a](#) – Deleted the “deliverable” requirement for meeting agenda; clarified the submittal and post requirements to match [PD-07](#).
5. Completeness Checklist, [3.b](#) – Expanded anticipated item section
6. Completeness Checklist, [3.c](#) – Added a reference to [TSB12-01\(B\)](#).
7. Advertisement Period, [4.1](#) – Added language for submitting addenda on FFO projects.
8. [Appendix A](#) – Updated and added missing acronyms and definitions
9. [Appendix B](#) – Corrected staff titles on the resource list and org chart
10. [Appendix C](#) – Added the Mobility Checklist and the Utility Certification Form to the submittal deliverable list on page 1.

April 2011 –

Added information on “Completing the Final PS&E Checklist” on page 4 to indicate the requirement to include the number of bidding plans required.

Modified information in Section 2.1.d on the information that is available on the FHWA CACC websites regarding Public Interest Findings. Added another website on the CACC.

Added information to Section 2.1.d on Public Interest Findings to indicate that PIFs are approved by the Construction PM if the letter is written after the project is under contract.

Added information to Section 2.1.d to show links to FHWA policy on Mandatory Disposal Sites, State Supplied Materials, and Proprietary Products shown on the CACC website.

Added information to Section 2.1.e on Buy America waivers to list FHWA website for previously approved waivers for all states, as well as language discussing the timeframes involved with the new Buy America approval procedures.

Updated website link to the form to request “V” numbers on page 8.

Added information to Section 2.3.f on Mandatory Pre-Bid Meeting information to indicate that the location of the Pre-Bid meeting needs to be included on the cover of the Special Provisions.

Added information to Section 2.4.b on anticipated items, to include the language from PD-07 that indicates requirements for signatures.

Revised the information in Section 2.4.e on the Steel Escalation Worksheet to indicate that a worksheet has to be submitted even when there are not qualifying items in the project. Also changed the contact information from Brenda Marcus to Holli Pick.

Added new PS&E submittal requirement “Prevailing Wage Determination Data” form in Section 2.7.d.

Included the “Signed Prevailing Wage Determination Data” form as part of the list of PS&E Deliverables on page 17.

Added to Section 4.2 a list of items that should not be requested as PD-02 exception Letter requests.

Updated information on staff resources in Appendix B.

Updated information in Appendix C for the Internal Pre-letting Checklist.

July 2010 –

Added ODOT project naming convention information.

Explained information on FHWA approval of STIP changes.

Add new PS&E submittal requirements Fuel and Steel Escalation Worksheets and ODOT Project Specific Special Provision Summary Form. Discuss what is required in the submittal.

Defined “programmatic approval” of LPIF. Explained submittal expectations of LPIF through ODOT Pre-Letting email inbox.

Added Project Specific Special Provisions Summary Form requirement and information.

Added 1R requirement and information.

Updated personnel contact information.

Revised definition of DBE and MWESB requirements.

Minor editorial and formatting corrections.

Explained submittal expectations of Anticipated Items through ODOT Pre-Letting e-mail inbox.

October 2009 –

The manual was renamed from the “A User’s Guide to PS&E Delivery.”

The manual was reformatted in an effort to provide Project Leaders direction while completing the Final PS&E Submittal Checklist. This revision also focused on updating links to current manuals, guides, technical bulletins and operational notices.

Incorporated Technical Bulletin RD07-05(B) information, which establishes a process for salvaging features and excess materials.

Incorporated Technical Bulletin RD07-06(B) information, which establishes standard advertisement periods.

Removed information on the Engineer’s Estimate and Estimator, which have been moved to the new [Estimating Manual](#).

Removed information on the Special Provision Integrity Certification, OJT Provisions, and the DBE Goal and MWESB Aspirational Target Values, which have been moved to the [Specification and Writing Style Manual](#).

Clarified guidance on bid date selection (Section 1.1).

Updated manual to include additional LPIF guidance from FAQs on the Pre-letting website (Section 2.1.e).

Updated PD-02 exception process to include guidance from FAQs on the Pre-letting website (Section 4.2).

Clarified guidance on posting addenda (Section 4.3).

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Introduction

This manual defines the items required to meet the project submittal and project completeness requirements for an ODOT construction project before advertisement and competitive bid (as defined in [Operational Notice PD-02](#)). The forms, lists, procedures and other documents referenced are updated on various schedules. The user is advised to obtain all forms, lists and other information directly from the ODOT web sites listed to assure that they are using the most current versions.

The Office of Project Letting (OPL) staff are available to meet and discuss projects prior to Plans, Specs and Estimate (PS&E) submittal. Pre-PS&E submittal meetings are typically used to go over the [Final PS&E Submittal Checklist and Final Completeness Checklist](#), and to discuss any open issues on a project. These meetings are highly recommended, especially for new providers and/or complex projects, and help make the PS&E process go quicker and smoother for everyone involved. To schedule a pre-PS&E submittal meeting, contact the OPL Quality Assurance (QA) Engineer assigned to the project. The Bid Date Planning & Status Report (ODOT Only) shows which OPL QA Engineer is assigned to the project.

BID DATE PLANNING &

(Created 12)

BID ETA	Key No.	Ad Length (Weeks)	PROJECT NAME <small>(red indicates active PD-02 letter that needs to be cleared)</small>	Const Contract Number	PS&E by	Project Leader / CPL / Local Agency Liaison	Design by	PS&E DUE	Days to Ad	Bid Open	QA by
November 2011											
10-Nov-11	3										
10-Nov-11	17517	3	I-5 SEVEN OAKS - JACKSON ST	14406	REGION 3	JAYNE RANDLEMAN	TECH CENTER	09/19/11	Ad	X	KEVIN THIEL
10-Nov-11	17892	3	MF WILLAMETTE LP PATH/DORRISRNCH-CLWTR PK, UNIT 2A	14408	REGION 2	TED KEASEY	LOCAL AGENCY	09/29/11	Ad	X	KAREN SCOTT
10-Nov-11	16406	4	REGION 5 EROSION CONTROL	14407	REGION 5	PAUL KENNINGTON	TECH CENTER	09/19/11	Ad	X	KAREN SCOTT
December 2011											
08-Dec-11	4										
8-Dec-11	17730	3	FAIRGROUNDS RD. US37 - CULVER HWY (MADRAS)	14412	REGION 4	DARRELL NEWTON	LOCAL AGENCY	10/24/11	Ad	1	LUCIEN DAPENSBURG
8-Dec-11	16838	3	OLD BROADBENT ROAD SLIDE REPAIRS	14410	REGION 3	NOT AVAILABLE	LOCAL AGENCY	10/24/11	Ad	1	KAREN SCOTT
8-Dec-11	15780	3	BLACKWELL RD. ROAD REALIGN MP2.0-3.0(JACKSON CO)	14411	REGION 3	KELLI SPARKMAN	LOCAL AGENCY	10/24/11	Ad	1	LUCIEN DAPENSBURG
8-Dec-11	16383	3	I-84.ROOSTER ROCK PARK CONN. VERTICAL CLEARANCE	14409	REGION 1	RICK KEENE	TECH CENTER	10/24/11	Ad	1	KAREN SCOTT

If you need access to the Bid Date Planning & Status Report, please submit a request to the [ODOT Pre-Letting](#) email inbox. For designers outside of ODOT, please contact the Project Leader or Local Agency Liaison (PL/LAL) to determine the OPL QA Engineer assigned to your project.

Delivery dates and times mentioned throughout this guide are meant to be the delivery dates and times to OPL. Do not confuse these with delivery dates established by Region Tech Centers or Federal Highway (FHWA).

SECTION 1 - PS&E SUBMITTAL SCHEDULING

1.1 BID DATE SELECTION

Many factors go into selecting a bid date for a project including technical resource availability, local government politics, construction staging, economics, funding timeframes, STIP Planning and environmental constraints. The OPL owns and manages the ODOT Procurement Office (OPO) - Construction Contracts bid schedule, and may move projects forward or back when necessary. These accommodations will be made as early as possible. The Project Team should also be proactive in foreseeing delays and communicating reasons to advance the project schedule to OPL.

OPL schedules project bid dates 13 months in advance of the PS&E due date. Prior to the [13 month lock-in](#) process, OPL recommends you target the first day of the month in which the project is desired to be bid. This recommendation is to ensure that you will be ready to submit complete PS&E packages if OPL schedules your project for the first bid date of the month. Be sure to account for the PS&E submittal/advertisement lead time (plus Full Federal Oversight (FFO) time if needed), up to 80 calendar days prior to bid opening.

During the 13 month lock-in process, OPL will work to balance projects within the month. In general, larger projects (> \$10 million) are separated to “solo” bid dates as one tool to facilitate competition. The target PS&E Acceptance Date will automatically be locked in if the project is scheduled within the 13 month lock-in window.

Bid dates are published for the public and contractors 30 days, 90 days, 6 months and 12 months prior to the bid let date. Any changes to the bid date for a project should be made as soon as changes are known so the information in these posted reports are as accurate as possible. The [12 Month Contractor’s Schedule of Contract Lettings](#) pulls project information from both the Project Delivery Work Planning (PDWP) and Project Control System (PCS) systems, is posted on the 2nd Friday of the month, and is available on the [OPO Letting Schedules website](#).

OPL is available to discuss other factors that may impact your project bid date.

1.2 TIMETABLE FOR PS&E SUBMITTALS

24 Day PS&E Review: PS&E submittals are due at OPL NO LATER THAN 24 calendar days prior to the planned start of the advertisement period, unless prior approval has been given by the OPL Manager. The 24 calendar days considers time needed for the following:

1. Ten calendar days for submittal completeness, quality review, and for approval/certification/concurrence signatures (PL/LAL will be liaison as needed).

2. Fourteen calendar days allowance for printing and binding of bid documents.

For FFO projects, add 3 weeks to the PS&E submittal due date to allow for FHWA review.

PS&E submittal due dates are assigned by OPL at the time the project bid date is scheduled. Submittals are due by 8:00 am on the PS&E submittal due date. If the PS&E submittal due date is on a Monday that is designated as a holiday, the submittal is due at 8:00 am on the preceding Friday. If the PS&E submittal is received later than a 8:00 am on the due date, it will be counted as being submitted on the following day. Refer to the [PS&E Acceptance Lock-in Procedure](#) for more information on the PS&E submittal timetable.

See [Appendix D](#) for a calendar view of the PS&E timetable.

10 Day Fast Track PS&E Review: Fast Track PS&E is when up to two weeks are taken off the PS&E review period before the project goes to OPO for advertisement, bid, and award.

Projects that will be considered for use of either the Fast Track PS&E or Expedited Award are:

- Projects with an Emergency Declaration which have 120 days to obligate Emergency funds.
- Projects that have gone to bid and all bids were rejected; and the Region wants to re-bid the project in the shortest possible timeframe so as not to lose a construction season or in-water work period.
- Agency priority projects that have been accelerated or advanced.

Another item that gets mixed in with the Fast Track PS&E and Expedited Award processes is a 2 week advertisement period. If a project has federal funding, FHWA must approve any advertisement length less than 3 weeks. It is preferred to do this via email, so the email can be forwarded to the Office of Project Letting (OPL). OPL requires written notice from FHWA for shortened advertisements. If the project does not have any federal funding, the OPL Manager can approve the shortened advertisement period (less than 3 weeks). Shortened advertisements are only considered on Emergency Declaration projects and re-bid projects.

No changes are made to the time frames between bid opening and award identified in Section 00130. Contact the Area Manager for more information on the Fast Track PS&E Review approval process.

See [Appendix E](#) for a calendar view of the Fast Track PS&E review timetable.

1.3 ADVERTISEMENT LENGTH

The Code of Federal Regulations ([23 CFR 635.112\(b\)](#)) require federally-funded projects to have a minimum advertisement period of 3 weeks. For most projects, a 3 week

advertisement period is reasonable. Longer advertisement periods (4 or 5 weeks) for larger or complex projects and during “busy” bidding seasons provide contractors adequate time to prepare their bid. Feedback from the contracting community has been supportive of longer advertisements for large projects.

Minimum advertisement lengths are as follows:

<u>Approximate total biddable item estimate</u>	<u>Standard advertisement lengths</u>
< \$7,500,000	3 weeks
\$7,500,000 to \$15,000,000	4 weeks
>\$15,000,000	5 weeks

Additional considerations:

- Size of project (typically measured by estimated cost)
- Complexity of project
- Requirement for a mandatory pre-bid meeting (an automatic increase of 1 week to the advertisement period)
- Special bidding requirements (i.e., A+B, A+C, pre-qualification requirements)
- General level of overall ODOT and other bidding activity
- Contractors / subcontractors capacity to estimate many and/or similar projects at one time
- Political importance / liability of project (risk of not having project awarded)

Note that very large, complex projects may require advertisement periods longer than 5 weeks. The project team should consider the need for a longer advertisement period early in the development process. If a longer advertisement period than indicated above is desired by the project team, please request from OPL at the time of scheduling the bid date.

1.4 PROJECT NAMING CONVENTION

ODOT has a standard naming convention for projects going in the STIP. The main goal of a project name is to identify where the project is taking place. The naming convention is included in [Appendix A of the STIP User’s Guide](#).

The basic convention is: [Highway Route or Local Street Name]: [Begin Geographic Limit] – [End Geographic Limit]

For the plans and special provisions, either “Sec.” (Section) or “Project” are added to the end. These are not needed in the name entered in the STIP because of space constraints

(name can only be up to 50 characters long). Generally, "Sec." is used for long single projects and "Project" is used for single point projects like a bridge or intersection.

Acceptable Names:

US26: NW 185th Ave – Cornell Road

OR53: Necanicum River Bridge

OR82: Imbler Stormwater & Ped Improvements

Unacceptable Names:

Traffic Signal Upgrades, Unit 2

Rural Pavement Overlays

County Chip Seal

Region Guardrail Improvements

SECTION 2 - COMPLETING THE FINAL PS&E SUBMITTAL CHECKLIST & FINAL PS&E COMPLETENESS CHECKLIST

[Operational Notice PD-02](#) requires that for Final PS&E Submittal the Region provide certainty of the completeness of a project for advertisement through Central Procurement. The four deliverables for Final PS&E Submittal identified by PD-02 are:

- PS&E Documents
- Construction Schedule
- Project Completeness Memo/Checklist signed by the accountable manager
- Quality Control Certification from technical resource providers

The [Final PS&E Submittal Checklist and Final PS&E Completeness Checklist](#) are the certification from the Region that all items on the project are complete, or the proper exceptions have been granted, and that adequate funding exists to proceed with bid advertisement.

The Final PS&E Submittal Checklist defines the items that must be delivered to OPL in order for the project to go to advertisement. Projects that are submitted with incomplete items on the PS&E Submittal Checklist may risk having their advertisement and bid opening date rescheduled.

The Final PS&E Completeness Checklist defines the items that must be completed by the Region in order for the project to go to advertisement, but are not submitted to OPL as part of the Final PS&E Submittal. Projects that are submitted with incomplete or missing items on the PS&E Completeness Checklist will require Highway Division Administrator approval for advertisement (PD-02 Exception Letter). See [2.2.p PD-02 Exception Letter](#) for a description of the Exception Letter process.

If the Project Team is unsure about a particular checklist item they should consult with the ODOT Technical Resource (e.g. unsure of the 1R project approval from Pavements and Roadway should consult with the Roadway Engineering Manager) or the assigned OPL QA Engineer if the Technical Resource is not available.

The Region is responsible to ensure all items are completed and noted correctly on both Checklists. OPL does not specifically verify each item, but errors found after PS&E submittal will likely delay the bid opening date.

2.1 PROJECT INFORMATION/SIGNATURE PAGE

The PL/LAL will complete page 1. Include all of the information required. Once completed the PL/LAL will sign and forward to the ODOT Area Manager and Region Tech Center Manager for signatures.

EXAMPLE:

ODOT Technical Services | Traffic Roadway Section | Office of Project Letting (OPL)

FINAL PS&E SUBMITTAL CHECKLIST

(This document is maintained by the OPL Pre-Letting Unit. E-mail update and change requests to: ODOTPre-Letting@odot.state.or.us)

Key number: 12345 ODOT Region: 3 County: Douglas Contract #: _____

Project title: OR138: Here Road - There Road
(Project title on plan cover sheet MUST MATCH the title used within the special provisions)

This PS&E package is being submitted for advertisement authorization and competitive design-bid-build procurement. It is due to the Office of Pre-Letting by 08-06-12 for a 3 week advertisement and bid opening on 09-20-12.

Quantity of Bidding Special Provisions and Plans for the PM's office: Special Provisions 6 Plans 6

Preliminary Engineering expense account (EA) number: PE001907 Project End Date: 7-29-13

Construction Federal Aid # or "State" BRO-C031(007)

Identified by FHWA as Full Federal Oversight (FFO) project: /N? (if unknown, call Program & Funding Unit)

Type of work: (Should match title sheet) Paving

Class of work: (From Special Provision description of work page) Asphalt, Concrete Paving and Oiling

1. Total Estimated construction cost = **TE \$\$1,200,000.00** as of 7-22-12
("Grand Total" from estimate) Date

2. Programmed PCS Funding = **PCS \$\$1,350,000.00** as of 4-15-12
("Construction Phase; CURRENT EST" from PCS) Date

STATEMENT OF PROJECT READINESS: <check one>

ALL project requirements and deliverables listed on the submittal checklist have been satisfied and all required PS&E deliverables are attached hereto.

Specific project requirements and/or deliverables remain outstanding and are indicated as not complete on the attached Completeness Checklist along with the signed and approved PD-02 Exception Letter(s) explaining each outstanding item, the resolution plan(s), and the expected resolution date(s). Unless explicitly stated in the PD-02 Exception Letter the project is assumed to be approved for ADVERTISEMENT ONLY.

PS&E Submittal Prepared by: John R. Smith Date 8-3-12 Phone 503-555-1234
Project Leader / Local Agency Liaison

Indicate the number of copies of the project special provisions and project plan sets that will need to be delivered to the Construction Project Manager's office as bidding documents (blue covers).

The PL/LAL should work with the Project Manager's office to determine how many bidding documents will be required. If there is a question about how many documents have been typically sent out to the Region on past projects, please contact the OPO – CCU 503-986-6936.

As required per the [December 2014 Office of Management and Budget 2 CFR Part 200 Supercircular](#), ODOT is now required to provide a project end date for all projects with PS&E submittal after December 26, 2014. To assist Region Project Delivery staff in establishing this date, the OPL has developed a "Project End Date Calculator". This tool will calculate the project end date as follows:

- Established specified completion date (per 00180.50) – plus -
- Time required for plant establishment period, if applicable – plus –
- Target Third Notification date (from Second Notification) which is 120 calendar days – plus –
- Third Notification to Final Payment (per 00195.90) which is 30 calendar days – plus –
- Contractor dispute of Final Quantities (per 00195.95) which is 90 calendar days – plus –
- 730 Days (2 years)

ODOT Technical Services Traffic Roadway Section Office of Project Letting (OPL)			
FINAL PS&E SUBMITTAL CHECKLIST			
<small>(This document is maintained by the OPL Pre-Letting Unit. E-mail update and change requests to: ODOTPre-Letting@odot.state.or.us)</small>			
Key number:	<u>12345</u>	ODOT Region: <u>3</u>	County: <u>Douglas</u>
			Contract #: _____
Project title:	<u>OR138: Here Road - There Road</u>		
	<small>(Project title on plan cover sheet MUST MATCH the title used within the special provisions)</small>		
This PS&E package is being submitted for advertisement authorization and competitive design-bid-build procurement. It is due to the Office of Pre-Letting by <u>08-06-12</u> for a <u>3</u> week advertisement and bid opening on <u>09-20-12</u> .			
<hr/>			
Quantity of Bidding Special Provisions and Plans for the PM's office: <u>Special Provisions 6 Plans 6</u>			
<hr/>			
Preliminary Engineering expense account (EA) number: <u>PE001907</u>		Project End Date: <u>7-29-13</u>	

The Final PS&E Submittal Checklist must be signed by the PL/LAL, the Area Manager or Funding and Program Manager, and the ODOT Region Technical Center Manager.

STATEMENT OF FUNDING SUFFICIENCY:			
Sufficient eligible funding has been programmed to cover the cost of the project.			
<u>Ted R. Thompson</u>		Date <u>8-3-12</u>	Phone <u>503-555-5678</u>
ODOT Area Manager/Funding and Program Manager			

The Area Manager or Funding and Program Manager are required to sign the PS&E Submittal Checklist assuring completeness of the project prior to bid as well as funding sufficiency.

STATEMENT OF TECHNICAL SUFFICIENCY:

Region technical reviews have been conducted that are appropriate to the level of risk and complexity inherent in the project.

David Simpson Date 8-3-12 Phone 503-555-5678
 ODOT Region Technical Center Manager

Region Technical Center Managers are required to sign the PS&E Submittal Checklist assuring completeness and technical sufficiency of the project prior to bid.

The Final PS&E Submittal Checklist is not required to have original signatures. This allows the Checklist to be routed via email for signatures when the PL/LAL, Area Manager and Tech Center Manager are not housed in the same location.

2.2 SUBMITTAL PACKAGE REQUIREMENTS

2.2.a FINAL DESIGN PLANS (*for all applicable non-bridge disciplines*)

Provide a complete set of black-lined mylar plan sheets. Gray scale mylars and color mylars are not acceptable.

Submit the original, Professional of Record (POR)-signed mylars and one paper copy of the final plans. If the project is designated as FFO, two paper copies will need to be submitted.

1. Title Sheet

- **Project Name:** The project name on the Title Sheet must match the official STIP project name. Contact the Region STIP Coordinator if needed to obtain the official project name.
 - **Drafting Standards:** Format the Title Sheet according to Volume 1, Chapter 4 of the [Contract Plans Development Guide \(CPDG\)](#).
 - Title Sheet must include **all** of the following:
 - **Signature Block:** Current signature block from the ODOT CAD Workspace. The signature must be original; **no** copies or signature stamps are allowed.
 - **Federal Aid Number:** For federally funded projects, the current construction phase Federal-Aid number assigned to the project by the ODOT Transportation Program and Funding Unit.
 - **Type of Work:** The Type of Work is **not** the same as the Class of Work listed in the special provisions. There are eight major types of work; Grading, Drainage, Structures, Paving, Signing, Illumination, Signals and Roadside Development. Refer to the CPDG, Volume 1, Chapter 4, page 8 for additional information.
 - **Bid Date:** The month and year the project will be bid.

2. Plan Sheets

- **Roadway V-Numbers:** The Roadway V-Numbers are established approximately 90 days before bid opening. The V-Numbers are obtained from ODOT's Maps and Plans website at:
<http://www.oregon.gov/ODOT/HWY/GEOMETRONICS/Pages/MapsAndPlans.aspx>
Roadway V-Numbers are reassigned every November 1st. If a V-Number is assigned to a project for any bid opening through October, but the project is delayed beyond the last October bid opening date, a new V-Number will be required and a new request must be made. Contact the ODOT Maps and Plans Center at 503-986-3792 for questions regarding V-Numbers.
- **Project Limits:** The project limits define the limits of the major components of a project for FHWA. Most of the time paving is the major work thus the paving limit would be the project limit. If there is minor work beyond the paving limit, the contract limit is shown. This lets FHWA know that they have not paid for pavement twice when the adjacent project is worked on. On a project with no pavement such as a sign or guardrail project, it would be the limits of that work. Also, this project would not have "paving" in the type of work.
- **Professional Certification:** Professional certification is required on all plan sheets except the Standard Drawings, Title Sheet and Index of Drawings Sheet. See Technical Directive [TSB11-01\(D\) Professional Sealing of Project Special Provisions](#) for additional direction.
- **Index of Sheets:** Include all of the required Standard Drawings on the Index of Sheets. The final contract plans are compiled with the Standard Drawings on this list only. Standard Drawings not listed on the Index of Sheets will not be included in the final contract plans for construction.
- **Traffic Signal Plan Sheets:** All Traffic Signal drawings require review by the ODOT Traffic Engineering and Operations Section (TEOS). The Traffic Signal drawings require approval by TEOS if the signal items are on a state highway. If the Traffic Signal drawings have not been signed by the TEOS coordinate with the OPL QA Engineer to get the signatures. If the signal items are on the local system, the local or consultant POE will sign the Traffic Signal drawings. See the ODOT Traffic Standards website for more information on the Traffic Signal Design Approval Process:
<http://www.oregon.gov/ODOT/HWY/TS/Pages/signals.aspx>.

2.2.b FINAL BRIDGE PLANS

Submit two 11" x 17" paper copies of the POR-signed, final Bridge Plans. If the project is designated as FFO, submit three paper copies. OPL will submit the paper Bridge Plans to ODOT Reprographics for printing and scanning.

The design office is responsible for obtaining the structure numbers, drawing numbers and calculation book numbers from the Bridge Data System (BDS). See [Bridge Design/Drafting Manual](#) (BDDM), Section 2.4.1.

The design office is responsible for submitting the original, full-sized (22"x34") Bridge mylars to the ODOT Bridge Section for scanning and archiving as required by the [BDDM](#), Section 2.1.3.

Plan set copies are used in the following manner:

	Disciplines	Size	Format	OPL Review	Scan for Printing	Archiving	FHWA review (FFO)
1 set	All but bridge	11"x17" or 8½"x11"	Mylar		X	X	
1 set	All but bridge	11"x17" or 8½"x11"	Paper	X			
1 set	Bridge	11"x17"	Paper	X	X		
1 set	ALL	11"x17"	Paper				X

2.2.c COMPLETED ENVIRONMENTAL DOCUMENTATION

The majority of ODOT projects are classified as Categorical Exclusions (CE's) under the National Environmental Policy Act (NEPA). The type of documentation required for a project depends on the level of environmental impacts the project will have. There are different documentation and approval requirements for each type or class of project:

NEPA Class 1 or Class 3: If the project is NEPA Class 1 (EIS) or Class 3, (EA), an Environmental Assessment (EA) or Environmental Impact Statement (EIS) is required and must be completed and approved by FHWA prior to the authorization of construction funds.

NEPA Class 2: If the project is NEPA Class 2 (CE), which the majority of ODOT projects are, the fully signed CE Closeout Document (CE Closeout) or Programmatic CE Approval Document (PCE Approval) must be completed by the Region Environmental Coordinator (REC) and submitted to FHWA for approval. CE projects that meet the conditions of the 1999 Programmatic CE Agreement require the PCE Approval, which is not signed by FHWA although the date of Programmatic CE applicability is assigned by FHWA. The fully signed CE Closeout or PCE Approval document must be submitted with the PS&E package.

Submit one electronic, PDF copy of the signed CE Closeout, ROD, FONSI, or PCE Approval Document. Do not include any CE or PCE attachments; these will remain in the Region project files.

For questions regarding Environmental documentation, contact the Region Environmental Coordinator (REC) or the Region Environmental Manager. Guidance is provided in [Completion Guidance for the Categorical Exclusion \(CE\) Closeout Document](#) and [Technical Bulletin GE09-05\(B\)](#).

2.2.d PROJECT SPECIAL PROVISIONS

All Project Special Provisions **must** be based on the current version of the Oregon Standard Specifications for Construction and the current Boilerplate Special Provisions available on the [OPL Specifications](#) website.

The Project Special Provisions are developed and compiled according to the [Specification and Writing Style Manual](#). The expectation is that the Standard Specifications and Boilerplate Special Provisions will be used unless there are project-specific, special circumstances that warrant the use of something different. If modifications to the Standard Specifications or Boilerplate Special Provisions are warranted, the expectations and guidance in [TSB12-01\(B\) - Project Specific Special Provisions](#) must be followed. Each Region has developed a process to ensure adequate communication and approvals have been received for any modifications. If the Region process requires completion of the [Project-Specific Special Provision Summary form, 734-2798](#), it will be completed and maintained in the Region project files. A copy is not submitted as part of the PS&E submittal.

Class of Work: The Class of Work (COW) determines which contractors will be allowed to submit a bid on the project. Contractors must be pre-qualified in the stated Class of Work. The Class of Work Spreadsheet (aka “Blue Sheet”) is used to determine the appropriate COW. If the COW is determined initially at Advanced Plans, it must be recalculated using the PS&E Estimate values just prior to submittal of the PS&E package. At PS&E submittal, OPL will perform a validation check on the COW for accuracy. Any discrepancies noted will be brought to the attention of the PL/LAL before any change is made.

Contact the OPL QA Engineer or ODOT Sr. Specifications Engineer if you have any questions on how to establish the COW for a project.

Some additional fundamental requirements for the Project Special Provisions include:

- Every work item identified on the project Plans must have a corresponding Specification showing the method of measurement and payment. There are **NO EXCEPTIONS** to this rule.

- The project completion date must be shown on both Description of Work pages, and in subsection 00150.80(h) and these three entries must match **exactly**. Any interim completion dates must also be shown.
- Electronic file name should match the document footer. Standard format: “SPS (Key #), (Project Name) Section, Bidding, (Date)”.

Submit one, single-sided paper copy of the Project Special Provisions and one electronic copy showing track changes. If the project is designated as FFO, two paper copies are required.

2.2.e POR CERTIFICATION

The POR is responsible for the appropriate selection and application of Specifications to their project design, and for sealing the POR Certification (aka “Signature Sheet”) certifying the Special Provision sections that are included in their design. The Part 00100 section of the Specifications should not be included on the POR Certification or stamped. These are the charge of the ODOT Sr. Specifications Engineer, and are covered under the Special Provision Integrity Certification (see Section 2.1.f). If addenda modifying the Project Special Provisions are issued, then a new Signature Sheet is required to be completed when the final contract Special Provisions are submitted. The new Signature Sheet will be incorporated into the contract.

The project Specification Writer is responsible for providing the formatted project Signature Sheets to the POR’s for signature, signing the compliance with the “Modified Exemption from DOJ Legal Sufficiency Review and Approval for ODOT Highway Construction Contracts” (Signature Sheet 1), and compiling the final Project Special Provisions.

Refer to [TSB11-01\(D\) – Professional Sealing of Project Special Provisions](#), and [TSB10-01\(D\) – Documents Requiring the Seal of Licensed Engineers, Land Surveyors, Geologists, Landscape Architects and Photogrammetrists](#) for information on what Special Provision sections do, and do not, require a professional seal.

POR Certification Sheet Example

PROFESSIONAL OF RECORD CERTIFICATION(s):

<p>Seal w/signature</p>  <p>EXPIRES: JUNE 30, 2014</p>	<p>I certify the Special Provision Section(s) listed below are applicable to the design for the subject project for Roadway . Modified Special Provisions were prepared by me or under my supervision.</p> <p>Sections 00220, 00225, 00280, 00310, 00330, 00350, 00370, 00390, 00405, 00410, 00440, 00442, 00445, 00480, 00495, 00503, 00640, 00749, 00810, 00820, 00830, 00850, 00855, 00857, 00865, 00867, 01030, 02030, 02050, 02110, 02210, 02440, 02510, 02910, 03020</p>
<p>Date Signed: <u>2-21-2013</u></p>	

Signature Sheet 1 Example

CONSOLIDATED SPECIAL PROVISIONS	
<p>As the preparer of the consolidated specifications for this Project I acknowledge compliance with the "<i>Modified Exemption from DOJ Legal Sufficiency Review and Approval for ODOT Highway Construction Contracts</i>" dated July 11, 2008.</p>	
<p>By: <u>Walt Lowwood</u></p>	<p>Date: <u>5-10-12</u></p>

Submit one electronic, PDF copy of the signed POR Certification ("Signature Sheets") with the electronic Project Special Provisions submittal. The original, signed sheets should be retained with the project design file according to the ODOT retention schedules for engineering documents.

2.2.f SPECIAL PROVISION INTEGRITY CERTIFICATION

The Special Provision Integrity Certification form documents the approval of all non-standard fill-in-the-blank changes to the Standard Specifications, Part 00100 – General Conditions or other legal changes made to any section of the Standard Specifications, Parts 00200 – 03000 – Technical Specifications.

Oregon State Statute requires that the Department of Justice (DOJ) review all State contracts for legal compliance. Since the Standard Specifications and Special Provisions become part of a binding project construction contract, they must adhere to this requirement. Fortunately, because of the volume of projects, ODOT has been given an

exemption from full legal sufficiency review, provided the conditions listed in the DOJ Class Exemption are strictly adhered to:

- a. "Other than the fill-in-the-blank portions of the Part 00100 series of Specifications, ODOT and its contractors shall not add to, delete from or otherwise modify the Part 00100 – General Conditions, relating to general legal requirements without first obtaining DOJ approval"
- b. "...ODOT shall not add any general legal requirements to the Part 00200 through 03000 series of the Specifications (*including warranties, surety bonds, liquidated damages, penalties, bonuses, incentives, disincentives or general legal requirements of the type addressed in the Part 00100 series of Specifications*) without first obtaining DOJ Approval."

A copy of the [DOJ Class Exemption](#) is available on the OPL website.

There are two different [Special Provision Integrity Certification](#) templates available on the OPL website:

1. **Certification without modification:** This documents that the current Boilerplate Special Provisions were used, and that no changes have been made to the Part 00100's.
2. **Certification with modification:** This document certifies that the current Boilerplate Special Provisions were used, and that modifications were made that required DOJ review and acceptance. The modified specification sections must be listed, and the applicable validation from both the ODOT Specification Unit and DOJ must be attached.

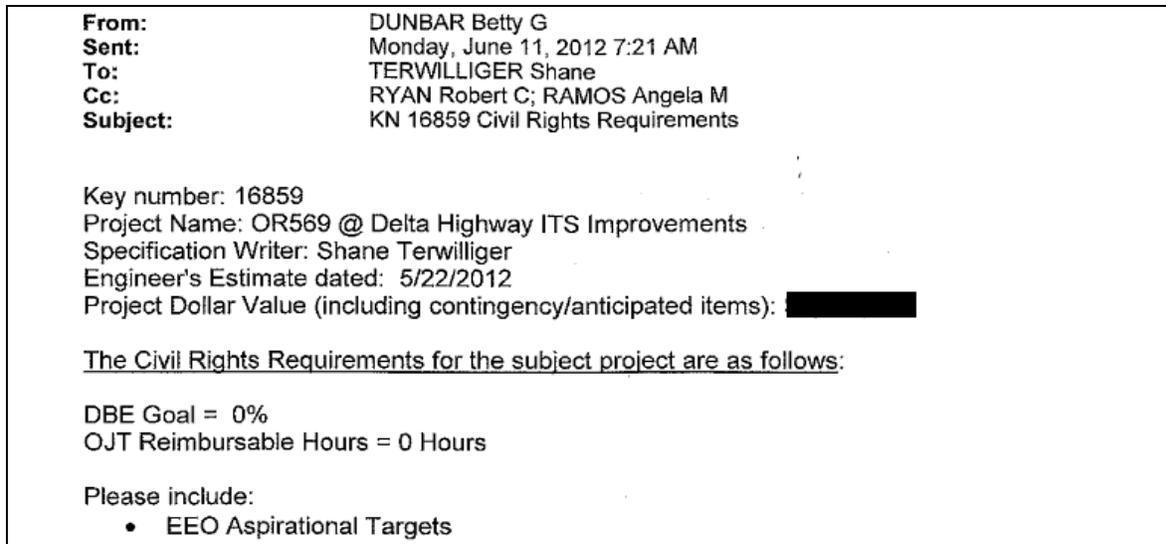
Submit one electronic, PDF copy of the signed Special Provision Integrity Certification with the electronic Special Provisions submittal. The original, signed sheets should be kept with the provider's project records.

2.2.g DBE GOALS or MWESB ASPIRATIONAL TARGETS

DBE goals are included in project special provisions only on federally funded projects when required by the Office of Civil Rights (OCR). The DBE Goal page in the Special Provisions is required to be included even when the DBE Goal is zero.

Submit one paper copy of the email from OCR showing the assigned DBE Goal or MWESB Aspirational Target for the project.

OCR Email Example



OCR will assign Goals, Aspirational Targets and OJT hours based upon the project dollar value at the time the assignment is requested. If any modifications to the project design either increase or decrease the overall project cost, or if the project bid date is delayed more than 3 months, contact OCR to confirm if the project Goals/Targets are affected. This must be done prior to PS&E submittal.

2.2.h ON-THE-JOB (OJT) HOURS

On-the-Job (OJT) Training hours, or Reimbursable On-the-Job (OJT)/Apprenticeship Training hours are included in the project Special Provisions when required by OCR.

The OJT hours will be sent via email from OCR. Submit one paper copy of the email from OCR. If the project contains both a DBE Goal and OJT Hours, and the information is combined in one email from OCR, only submit one copy of the email.

2.2.i PS&E COST ESTIMATE

The PS&E Estimate must be completed using the most current version of AASHTOWare Project Cost Estimator^{®1}, a proprietary software program. For more information on the use of AASHTOWare Project Estimator[®] or to request training, visit the OPL Project website at: <http://www.oregon.gov/ODOT/HWY/ESTIMATING/Pages/estimator.aspx>

For more information on developing the PS&E Estimate, refer to the [ODOT Estimating Manual](#).

OPL will upload the PS&E Estimate file into the larger AASHTOWare Project[®] PES system and generate the project bid schedule. The Estimator file information will be used by the

¹ AASHTOWare Project– Previously known as Trns*Port

ODOT Program and Funding Office to request construction funds authorization for the project from FHWA.

Some fundamental points to consider when developing the PS&E Estimate are:

- Combining two or more existing pay items into one pay item is not recommended. Combining pay items creates a flawed bid history for the particular pay item that is used and it leads to highly inaccurate costs and misinterpretation by contractors.
- If incidental work items or tasks are more than 3% of the total cost of a primary pay item, a separate bid item is required for the work. Combining work items or tasks, and making them incidental to other work is not appropriate.
- The most current bid item catalogs must be used when developing the PS&E Estimate. For ODOT staff, catalogs are located at <\\s-salemrev-22\EstShare\Cat>. For non-ODOT users, catalogs are available for download at http://www.oregon.gov/ODOT/HWY/ESTIMATING/Pages/estimator.aspx#Bid_History_Catalogs.
- Non-standard anticipated items must have approval and funding secured before it is added to the project estimate. See section 3-b for more information on anticipated items.

Submit the electronic Estimator .est and .dat files and one paper copy of the Estimator file printout; two copies if the project is designated as FFO. For ODOT staff, place the .est and .dat files into the Region/OBDP share drive, e.g. \\s-salemrev-22\R5_Estimator_Data. For non-ODOT staff, submit by email directly to the [ODOT Pre-Letting](#) email inbox.

2.2.j PROJECT CONSTRUCTION SCHEDULE

The construction schedule is required as a legal document used in developing the contract completion date. It may also be used by the construction staff if claims associated with contract timing arise.

When preparing the construction schedule events, the contract award schedule elements need to be included (i.e. activities post bid opening through official Notice to Proceed). Refer to Standard Specification Section 00130 for legal time limits for the contract award period.

The construction schedule must also show any time restrictions, such as in water work periods or migratory bird (clearing and grubbing) restrictions.

Submit one legible, 11"x17" full-color paper copy of the construction schedule using the Critical Path Scheduling Methodology (CPM) format (*Microsoft Project preferred*). For large projects and/or multi-season projects, this will likely require multiple pages.

Backup data used to develop the construction schedule is expected to be retained in the Region project file for schedule review and/or validation audit.

2.2.k FUEL AND STEEL ESCALATION WORKSHEETS

Fuel Escalation Worksheet:

The Fuel Escalation Worksheet is required to be completed on every project. If no bid items on the worksheet qualify for fuel escalation, you must still submit the worksheet showing it was filled out.

The naming convention for the electronic file is:

XXXXX - Fuel Escalation Worksheet.xls (*XXXXX is the project key number*).

The most current version of the Fuel Escalation Worksheet is posted on the Office of Project Letting website at:

http://www.oregon.gov/ODOT/HWY/SPECS/manuals_forms_etc.shtml#Forms.

For assistance with the Fuel Escalation Worksheet, contact the OPL Senior Cost Estimator.

Refer to the [ODOT Estimating Manual](#) for more information on the Fuel Escalation/De-escalation process.

Submit the electronic EXCEL Fuel Escalation Worksheet along with the electronic copy of the project Special Provisions and Steel Escalation Worksheet.

Steel Escalation Worksheet:

For projects with qualifying steel components (most commonly bridge or traffic signal projects), the Steel Escalation Worksheet needs to be completed and included in the PS&E Submittal. If no bid items qualify for Steel Escalation, you must still submit the Steel Escalation Worksheet with no bid item information filled in showing it was completed.

The naming convention for the electronic file is:

XXXXX - Steel Escalation Worksheet.xls (*XXXXX is the project key number*).

The most current version of the Steel Escalation Worksheet is posted on the Office of Project Letting website at:

http://www.oregon.gov/ODOT/HWY/SPECS/manuals_forms_etc.shtml#Forms.

For assistance with the Steel Escalation Worksheet, contact Senior Cost Estimator.

Refer to the [ODOT Estimating Manual](#) for more information on the Steel Escalation/De-escalation process.

Submit the electronic EXCEL Steel Escalation Worksheet along with the electronic copy of the project Special Provisions and Fuel Escalation Worksheet.

2.2.I PROJECT RISK ASSESSMENT SUMMARY

The Project Delivery Work Planning (PDWP) Risk Assessment tool is used to assist in the development of insurance requirements for the project. The Risk Assessment should be completed by the Project Leader on-line at: [PDWP Risk Insurance Assessment](#). This tool is available to internal ODOT staff only. Consultants can complete the PDWP Risk Assessment Questions at: [PDWP Risk Assessment Questions](#). The Risk Assessment output information is used to identify insurance amounts to be included in the Project Special Provisions, Section 00170.70(a).

The screenshot shows the ODOT PDWP Risk Insurance Assessment web application. At the top, there is a navigation bar with "Home" on the left and "Search" on the right. The ODOT logo is centered. Below the logo, the title "PDWP Risk Insurance Assessment" is displayed. On the left side, there is a blue sidebar with links: "Risk Calculation Values", "PD15 Glossary", "Risk Scoring Sheet", and "Operational Notices". On the right side, there is a form with a "Region Number" dropdown menu, an "Assessment Status:" section with radio buttons for "In Progress", "Completed", and "All" (which is selected), and "Submit" and "Reset" buttons. At the bottom, a blue footer bar contains the text "Version 2.0.1 June 23, 2006".

For projects with additional liability coverage, including pollution, asbestos or lead, concurrence from the ODOT Risk Coordinator is required.

Refer to [Project Delivery Leadership Team - Operational Notice PD-15](#) for additional information. For additional support, contact the ODOT Risk Coordinator in the [ODOT Procurement Office](#), at Twyla.Cobos@odot.state.or.us or 503-986-5781

Submit one paper copy of the PDWP Risk Insurance Assessment output. Attach a copy of the concurrence from the ODOT Risk Coordinator if the project has additional pollution, asbestos or lead liability coverage.

2.2.m RIGHT OF WAY CERTIFICATION

A [Right of Way Certification form](#) must be completed and signed by the Region Right of Way Manager for all projects. PS&E submittals without a Right of Way Certification cannot be accepted and will cause the project bid date to be delayed.

The Right of Way Certification form **can not** be requested as incomplete items on PD-02 Exception Letters.

On the Right of Way Certification, if the “Cert 3” box on page 1, Item 2 is checked, this indicates that there are Exceptions (aka “Holdouts”). A Letter of Public Interest Finding (LPIF) is required, explaining why it is in the public’s best interest to proceed with the project at that time, rather than delaying advertisement until the right of way acquisition and relocation work is completed. The LPIF is written and signed by both the Area Manager and the Region Right of Way Manager or Region Right of Way Program Manager. (See ODOT Right of Way Manual Section 3.85). Right of Way Certification Exception LPIF’s are not included in the PS&E Submittal, and are not posted to the OPL Public Interest Finding website.

Holdouts identified on Page 1, Item 2, checked as “Cert 3” of the Right of Way Certification do not require a PD-O2 exception letter.

Submit one electronic PDF copy of the signed Right of Way Certification form.

2.2.n UTILITY CERTIFICATION FORM

The [Utility Certification form](#) must be completed on all projects. This form certifies that all utility work has been completed, or that all necessary arrangements have been made for it to be undertaken and completed as required for proper coordination with the construction schedule.

Submit one electronic PDF copy of the completed, signed Utility Certification form.

2.2.o BUY AMERICA WAIVERS

The Federal Highway Buy America provisions apply to all Federal-aid highway construction projects. These provisions limit or prohibit the use of foreign iron and steel products and their coatings.

In 2011, the Moving Ahead for Progress in 21st Century Act (MAP-21) amended the Buy America provisions. Specifically, Section 1518 of MAP-21 requires the application of Buy America to all contracts within the scope of the same NEPA document, if at least one of the contracts or agreements contains federal funded. This means a project funded solely with state or local funds **could** require the application of Buy America provisions.

During project development, the Project Team will need to be aware of the Buy America requirements. It is important to investigate the availability of domestically produced products in order to know if a waiver will be needed. As soon as it is apparent foreign materials must be incorporated into a project, a Buy America waiver will need to be requested. As early in the project delivery process as possible, the PL/LAL should contact FHWA to initiate the development of the Buy America waiver request.

On March 13, 2008 FHWA revised the approval procedures for Buy America waiver requests. All waiver requests must now be reviewed and approved in Washington D.C.

Since this new procedure was implemented, waiver requests have taken on average between 2 and 3 months to complete (either approved or denied). The Project Team must incorporate this additional time into the project delivery schedule. Projects cannot move to PS&E Submittal with outstanding Buy America waivers.

Additional information on Buy America is available on the following web sites:

[Buy America Application to Federal-aid Highway Construction Projects](#)
[Quick Facts About 'Buy America' Requirements for Federal-aid Highway Construction](#)
[FHWA's Buy America Q&A for Federal-Aid Program](#)
FHWA Buy America Policy Memoranda

ODOT websites with information on Buy America:
[ODOT Specification and Writing Style Manual](#)
[ODOT Construction Manual](#)

Previously approved Buy America waivers for all states are listed by FHWA at the following website:

[Buy America Waivers Processed - Buy America - Construction Guide - Construction - FHWA](#)

Keep in mind that Buy America is a separate and distinct program from Buy American. Buy American applies to all federal direct procurements; it covers approximately 100 products and has completely different rules. Requirements are found in 41 U.S.C. 10(a)-10(c). Buy American provisions do not apply to federally funded highway construction projects.

If a Buy America Waiver has been applied for and approved by FHWA, submit one electronic PDF copy of the approved waiver.

2.2.p PD-02 EXCEPTION LETTER

The term PD-02 refers to [Operational Notice PD-02](#). PD-02 discusses the accountability and process guidance for project delivery on state and local project. PD-02 requires the completion of the [Final PS&E Submittal Checklist and Final PS&E Completeness Checklist](#) prior to entering the PS&E phase.

A PD-02 exception Letter is required for any item that is not complete at PS&E (marked "NO" on the PS&E Completeness Checklist). When a PD-02 Exception Letter is required, the signed, approved letter must accompany the PS&E submittal. The approval process should be completed prior to PS&E submittal. The PS&E review will not begin until all items are complete or a signed PD-02 Exception Letter is submitted. Not having this completed at the beginning of the PS&E timeframe will likely delay the bid date.

A PD-02 Exception Letter is **not** required for Right of Way Certification Exceptions (“holdouts”) provided they are properly listed and certified by the responsible manager with the delegated authority (see [Right-of-Way Certification Section 2.1.m](#)).

PD-02 Exception Letters provide a mechanism to request authorization allowing a project to proceed to advertisement with some incomplete PS&E submittal requirement(s). [Templates](#) and [examples](#) of PD-02 Exception Letters are available on the OPL website. Consultation with OPL is recommended prior to sending the final letter for signature to assure the proposed resolution dates translate correctly to the requested milestone. The exception letter must list all outstanding items and include for each item:

- A resolution plan;
- The expected resolution date;
- Permission to proceed to which milestone (PS&E submission, printing, advertisement); and
- The responsible person for each outstanding item.

The following items **can not** be requested as incomplete items on PD-02 Exception Letters. If these items are not completed at the time of PS&E submittal, or submitted as part of the PS&E submittal package, the project will be delayed to a later bid opening:

- Mylar Plans and Bridge Plans
- Completed Environmental Documentation
- Special Provisions (*with all required signature pages stamped*)
- Special Provision Integrity Certification
- Office of Civil Rights Documentation
- Cost Estimate in Trns*port Estimator
- Project Construction Schedule in CPM format
- Right of Way Certification form
- Buy America Waiver
- Final PS&E Submittal Checklist signed by Area Manager and Tech Center Manager
- Project Risk Assessment Summary
- Project Design Exceptions
- Project Mobility Considerations Checklist

On rare occasions a PD-02 Exception Letter may be accepted for a project that has not completed the Categorical Exclusion (CE) Closeout Documentation, but the project must also have approval from FHWA (email acceptable) to go forward without the completed environmental documentation.

By default, approved PD-02 Exceptions Letters are assumed to authorize projects to proceed to the Friday prior to advertisement only. Projects will not be allowed to proceed to bid opening, project award, or issuance of Notice to Proceed unless explicitly requested

in the PD-02 Exception Letter and approved by the Highway Division Administrator. Permission to proceed to bid opening and later is extremely rare and discouraged.

PD-02 Exception Letters submitted which request a resolution date beyond the Friday prior to advertisement but prior to the bid opening date, must show a resolution date of no later than two weeks prior to bid opening or the project will need to be postponed. In some cases, such as very large and/or complex projects, where bid development costs to bidders maybe much higher, the resolution date on the PD-02 Exception Letter may need to be three weeks prior to bid opening. If you have a project that you feel fits this category, please contact the OPL QA Engineer assigned to the project prior to submittal of the PD-02 Exception Letter, and we can help coordinate the discussion with Tom Lauer to see if the three week timeframe is appropriate.

An approved PD-02 Exception letter is only the Agency's permission to proceed to the approved milestone (for example permission to proceed to advertisement). FHWA must also approve the project proceeding to advertisement for any project with federal funds. There is not an additional signature required by FHWA, simply the approval in FHWA Fiscal Management Information System (FMIS) which obligates all ODOT projects with federal funds.

Submit the PD-02 Exception letter to the [ODOT Pre-Letting](#) email inbox as early in the process as possible. OPL will obtain the required signatures, and return a PDF copy of the signed PD-02 Exception letter to the submitter for inclusion in the PS&E Submittal.

2.2.q PROJECT MOBILITY CONSIDERATIONS CHECKLIST

As required by [Operational Notice PD-16 – Highway Mobility](#), a signed [Project Mobility Considerations Checklist](#) must be submitted with the PS&E Submittal for all projects. Include any emails indicating Motor Carrier Transportation Division (MCTD) and Trucking Industry support with any project restrictions identified in the Special Provisions. The checklist is available in the [Highway Mobility Operations Manual](#) or online at: [Project Mobility Consideration Project Checklist](#).

Submit one PDF copy of the signed checklist and any supporting emails.

2.3 FINAL PS&E COMPLETENESS CHECKLIST

1 - FHWA REQUIREMENTS

1.a STIP AMENDMENTS: *Has the OTC and FHWA approved any related STIP Amendments?*

Contact your Region STIP Coordinator to ensure that all STIP amendments have been approved. STIP amendments must be approved by both the Oregon Transportation Commission (OTC) and FHWA prior to PS&E submittal.

1.b PROJECT DESCRIPTION: *Does the project description match the current published STIP project description?*

The description of the project as described in the “Work to be Done” section of the Special Provisions, the project description on the environmental documentation, and the project description in the approved STIP need to be the same. They don’t have to match verbatim, but should describe the same project (should not say Replace Bridge in the STIP and then say Repave MP 2 – 5 in the environmental document). The approved STIP is updated online regularly (with every amendment and update). Verify the most current version of the STIP on the [STIP Website](#), not a printed copy.

Project Leaders should recognize when STIP changes are required and work with the STIP Coordinator to complete them prior to PS&E Delivery. Common situations that require a STIP update are project name changes, changes in the project limits, and combining multiple key numbers under one project key number.

1.c INTERCHANGE MODIFICATION REQUEST: *Has FHWA approved the Interchange Modification Request regarding additional interchanges to the Interstate System?*

Link to FHWA website on interchange access points: [FHWA - Interstate System Access](#).

Contact the [ODOT Senior Interchange Engineer](#) or [ODOT Interchange Engineer](#) for more information or questions about Interchanges or Interchange Modification Requests.

2 - DESIGN DOCUMENTATION

2.a ROADWAY DESIGN EXCEPTIONS: *Have all required Roadway Design Exceptions been approved by the ODOT State Roadway Engineer and FHWA (when required)?*

Design Exceptions are explained in the [ODOT Highway Design Manual, Chapter 13](#). At the point of PS&E submittal, Design Exceptions must be approved by ODOT and FHWA (if required).

Design Exception status is available on the Roadway Engineering [Design Exceptions](#) site.

2.b BRIDGE DESIGN DEVIATIONS: *Have all required Bridge Design Deviations been approved by the ODOT State Bridge Engineer and FHWA (when required)?*

Bridge design deviations are explained in the [ODOT Highway Design Manual, Chapter 13](#). At the point of PS&E submittal, bridge design deviations must be approved by ODOT and FHWA (if required). Bridge design deviations not fully approved require a PD-02 Exception Letter. Typically for outstanding bridge design deviations, the PD-02 Exception Letter will only allow PS&E review to proceed, but not project advertisement.

2.c STATEMENTS OF TECHNICAL REVIEWS (STR's): *Are all STR's completed and on file?*

Each discipline will complete and submit a Statement of Technical Review (STR) as an independent technical review to verify that the work completed on the project complies with established ODOT policies, standards, principles, and procedures. The STR also covers the review and consideration of comments submitted and any assumptions, exceptions, evaluated alternatives, and constructability issues. The items covered by the STR reflect the project as outlined in the project prospectus and developed by the Project Team.

The STR's are submitted to the Region Technical Center Manager for their review of the technical sufficiency of the project. STR's for the project should be kept with the provider's project file for archiving.

2.d 1R PROJECTS: *Has the project been approved for 1R by both the ODOT Pavement Services Engineer and ODOT Region Roadway Manager and included on the 1R Project Tracking Spreadsheet?*

The ODOT 1R Program requirements are outlined in [Technical Bulletin RD13-02\(B\)](#). 1-R projects require approval by the Region Roadway Manager and the Pavement Services Engineer in Technical Services. 1R Projects also need to be tracked for reporting purposes to the Chief Engineer, the 1R Steering Committee and FHWA. Complete and submit the [1R Project Tracking Spreadsheet](#) to the ODOT Roadway Engineer, prior to PS&E submittal. More information can be found on the [ODOT Technical Services 1R Program website](#) (*internal ODOT only*) and in the [ODOT Highway Design Manual](#) Chapter 2, Section 2.1.1.

2.e LETTERS OF PUBLIC INTEREST FINDINGS (LPIF's): *Have all required LPIF's been submitted and approved? Have all approved LPIF's been uploaded to the Electronic Bidding Information System (eBIDS)?*

Letters of Public Interest Finding (LPIF) are required to document why it is in the public's interest to not follow a Code of Federal Regulations (CFR) or Oregon Statute requirement.

FHWA requires competition not only for the award of a construction contract, but also competition for the various materials and processes involved in the work. Whenever competition for materials or processes is eliminated, a LPIF is required.

Examples of materials or processes that require a LPIF are:

- Proprietary or patented materials
- Sole Source materials
- Agency supplied materials
- Salvaged materials
- Work performed by Utilities, Railroad or Agency forces

Guidance and instructions for developing and processing LPIF's can be found in the [LPIF Guidance Document](#) on the OPL website. [LPIF examples and templates](#) are also on the OPL website.

Once completed, the LPIF is submitted to the OPL Manager (delegated from the State Traffic-Roadway Engineer) for approval. FHWA must also approve all LPIF's for FFO designated projects.

The LPIF must be submitted and approved at least two weeks prior to PS&E submission. The project team is encouraged to address approval early, since if the request is not approved changes to the contract documents (and potentially the schedule) will be required.

The PL/LAL is responsible for uploading the approved LPIF as a Bid Reference Document in [Electronic Bidding Information System \(eBIDS\)](#). The PL/LAL can upload Bid Reference Documents between the PS&E due date and the day prior to the project advertisement. After project award, OPL will post the project LPIF's on the [OPL LPIF website](#). LPIF's will remain on this site until Second Notification has been issued on the project.

If a need for LPIF is identified after project award, contact the [ODOT Contract Administration Engineer](#) for guidance.

2.f BID REFERENCE DOCUMENTS: *Have all required Bid Reference Documents (such as Hydraulic Reports, Pavement Reports, Geotechnical Reports) been loaded into eBIDS?*

Bid Reference Documents are the technical documents and reports that may be referenced in the Project Special Provisions but provided separately, as needed, to a contractor to understand the project and develop an informed bid. Not every project will require Bid Reference Documents. Uploading the project Bid Reference Documents on eBIDS ensures the documents will be available to all interested parties during the advertisement and bidding phase.

The PL/LAL is responsible for uploading the documents on eBIDS between the PS&E due date and the day prior to the project advertisement date. Any documents that are referenced in the final design plans and Project Special Provisions as “available from the Construction Project Manager’s office” should be loaded into eBIDS.

The Bid Reference Documents are not complete until the POR or sealed the document, when required. Any required Bid Reference Documents that are not loaded onto eBIDS by the advertisement date will have to be posted separately as a Letter of Clarification (LOC). Bid Reference Documents can be loaded onto eBIDS prior to the advertisement date by following the procedures outlined in the [eBIDS User Guide](#).

All Bid Reference Documents must be delivered to the Construction Project Manager’s Office for the construction phase of the project after the bid opening.

2.g NOTICE OF EBIDS ROADWAY DIGITAL DESIGN DATA LETTER AND EBIDS HANDOFF PACKAGE: *Has the digital roadway design data been obtained?*

The eBIDS Handoff Package is digital roadway design data that is uploaded as an eBIDS bid reference document. The data that is required to be provided as part of the eBIDS Handoff Package is listed in [Appendix M](#) of the [Highway Design Manual](#) (HDM). As required by [Tech Bulletin RD13-03\(B\) 3D Roadway Design](#), the [Notice of eBIDS Roadway Digital Design Data Letter](#) and the eBIDS Handoff Package will be uploaded to eBIDS as a bid reference document by the PL or LAL prior to advertisement.

See [Technical Bulletin RD03-13\(B\)](#) for more information.

3 - SPECIAL PROVISIONS

3.a MANDATORY PRE-BID MEETING: *If required, has the Mandatory Pre-Bid Meeting been approved by the Area Manager and the date coordinated with OPL staff?*

To ensure that pre-bid meetings are used appropriately and effectively, justification for pre-bid meetings require review and approval from the Area Manager. The justification should clearly indicate the features or issues of a project that require a meeting, the proposed agenda, and a list of the expected outcomes. Additional guidance is provided in [Operational Notice PD-07](#).

When a mandatory pre-bid meeting is to be held the advertisement length must be lengthened by a minimum of 1 week. Information on when the mandatory pre-bid meeting is held must be included on the cover of the Project Special Provisions. [Unique Special Provision 00120.15](#) also needs to be included in the Project Special Provisions when a mandatory pre-bid is to be held.

For ODOT personnel, a calendar located in Outlook's "Public Folder" named "Pre-Bid Meeting Schedule" has been established to show scheduled pre-bid meetings. Check this calendar before suggesting a pre-bid meeting date. Pre-bid meetings should not be scheduled for Thursdays, which may conflict with a bid opening.

When the project includes a pre-bid meeting forward an electronic, PDF copy of the approval from the Area Manager, proposed pre-bid meeting agenda, and a list of expected outcomes to the OPL QA Reviewer.

The Project Manager is responsible for forwarding the pre-bid meeting summary to OPO within two business days of the pre-bid meeting.

3.b ANTICIPATED ITEMS: *Have all Anticipated Items been approved in accordance with PD-07?*

Requests for anticipated items must be approved in writing by the Area Manager and the OPL Manager for all non-standard anticipated items on all projects, including anticipated items added after PS&E and/or bid opening. FHWA must also approve anticipated items on FFO projects.

Standard items not requiring approval are:

- Asphalt/Fuel/Steel Escalation;
- HMAC Statistical Bonus; and
- HMAC / PCC Smoothness Bonus.

Anticipated Items must be included in the bid items and PS&E Cost Estimate.

Check n/a if no anticipated items. See [Operational Notice PD-07](#) for more information.

For approval requests, see templates and examples are available on the OPL website at: [Anticipated Item Request Template](#).

Anticipated Item requests should be submitted to the [ODOT Pre-Letting](#) email inbox and allow a minimum of 2 weeks for approval. Project Teams should be aware that denial of the anticipated items will likely require modifications to the PS&E package, so teams are encouraged to submit requests early in the project development process. Requests sent into OPL after PS&E is due can cause significant extra effort with the AASHTOWare Project® system and will likely require a PD-02 Exception Letter. All attempts should be made to have these requests approved prior to PS&E submittal. Anticipated item requests submitted after PS&E may also result in the project being moved to a later bid date.

Anticipated items identified after award of the contract should be handled as a request for overrun or increase of construction authorization. See the [ODOT Construction Manual, Chapter 5 - Construction Authorization](#) for additional guidance.

3.c SPECIAL PROVISION MODIFICATIONS: *Have all modifications to the Project Special Provisions been documented?*

As required by [TSB12-01\(B\) – Project-Specific Special Provisions](#), each Region is expected to develop, manage and document a process to ensure adequate communications between Technical Services and Region staff. Region staff must continue to contact the Technical Services Specifications [Technical Resources](#), Project Managers and Region Management to discuss project-specific changes. These discussions must be documented according to the Region-specific process.

3.d SECTION 280 EROSION AND SEDIMENT CONTROL: Has concurrence from the Section 280 Technical Resource been obtained in accordance with GE12.01(A)?

Per [GE12-01\(A\) – Correct Use of Erosion and Sediment Control Specification Language](#), ODOT is required to comply with the conditions of the National Pollutant Discharge Elimination System (NPDES) permit number 1200 CA on all projects with one acre or more of ground disturbance. For project with less than one acre of ground disturbance, ODOT needs to provide appropriate Erosion and Sediment Controls (ESC) necessary to protect receiving waters. For these smaller projects, ODOT is not required to conduct the same level of monitoring, documentation and reporting, or to comply with the Erosion and Sediment Control Plan (ESCP) requirements included in the 1200 CA permit and the Standard Section 280 Specifications.

4 - CERTIFICATIONS

4.a RAILROAD: *Are all required Railroad Agreements and Permits complete and signed?*

aka "Railroad Certification." Contact ODOT [Railroad Liaison](#) for information.

4.b INTERGOVERNMENTAL AGREEMENTS (IGA): *Are all required Intergovernmental Agreements fully executed?*

While Intergovernmental Agreement (IGA) documents are not a PS&E requirement, they are required to be fully executed at the time of PS&E. Final execution of an IGA occurs when the final signature is added to the document. Without all signatures the IGA is not complete and therefore a PD-02 Exception Letter would be required to proceed to PS&E submission. To check the status of your agreements, ODOT internal staff can check the [agreements database](#). Cooperative Improvement Agreements fall under the same condition and also must be fully executed prior to checking "yes" on the IGA line item on the PS&E Checklist.

5. - GENERAL

5.a CA/CEI PERSONAL SERVICES CONTRACTS (PSK): *Are all required PSK for Contract Administration/Construction Engineering-Inspection (CA/CEI) fully executed?*

While CA/CEI Personal Services Contracts (PSK) are not a PS&E requirement, they are required to be fully executed at the time of PS&E. Final execution of the PSK occurs when the final signature is added to the document. Without all signatures the contract is not complete and therefore a PD-02 Exception Letter would be required to proceed to PS&E submission.

The name, address and phone number of the consultant staff administering the contract for the Agency must be listed on the project Special Provisions Description of Work page.

5.b POR PSK : *Are all required PSK for Professional of Record (POR) engineering construction support fully executed?*

While POR PSK are not a PS&E requirement, they are required to be fully executed at the time of PS&E. Final execution of the PSK occurs when the final signature is added to the document. Without all signatures the contract is not complete and therefore a PD-02 Exception Letter would be required to proceed to PS&E submission.

5.c Storm Water Operation and Maintenance (O&M) manuals: Have the O&M Manuals been completed and submitted to the Technical Services Geo-Environmental Unit?

ODOT constructs stormwater control facilities to manage water quality and water quantity from highway pavement runoff. These facilities are located all across the state. Facility type, size and location vary depending on site conditions and stormwater management strategy.

ODOT implemented preparing the Operational and Maintenance (O&M) manuals for every ODOT stormwater facility and distribute them to the personnel who maintain the facility.

Regions are to prepare an O&M manual during the PE phase of a project (per [Hydraulics Manual Guidance](#), Section 4.6.6 with only post-construction photos pending).

While the O&M manuals are not a PS&E requirement, they are required to be completed at the time of PS&E. A PD-02 Exception Letter would be required to proceed to PS&E submission for incomplete O&M manuals.

For additional support, contact the ODOT Hydraulic Engineering Program Leader in the Geo - Environmental Unit, at Alvin.SHOBLOM@odot.state.or.us or 503-986-3365

6 - ADDITIONAL COMPLETENESS ITEMS (not on Completeness Checklist)

6.a INDEX SHEET: Have all Standard Drawings been listed on the Index Plan Sheet?

The provider needs to check that all Standard Drawings called out in the Plans and Special Provisions (if applicable) have been listed on the Plan Sheet Index (typically Sheet 1A). Include a list of all required Standard Drawings in the Index of Sheets. The final contract plans are compiled with Standard Drawings on this list only. Standard Drawings not listed on the Index of Sheets will not be included in the final contract plans for construction.

6.b SIGNED SIGNAL PLANS: Have all final Traffic Signal Drawings on state highways been signed by the ODOT State Traffic Engineering Section?

The traffic signal approval process is established by Oregon Administrative Rules (OAR) 734-020-0400 through 734-020-0500. Signals include ramp meters, traffic signals, temporary traffic signals, overhead flashing beacons, push button activated flashing beacons, and loop detector modifications.

All Traffic Signal drawings require review by the ODOT Traffic Engineering Section. The Traffic Signal drawings require approval by the ODOT Traffic Engineering Section if the signal items are on a state highway. If the Traffic Signal drawings have not been signed by

the Traffic Engineering Section, coordinate with the OPL QA Engineer to get the signatures. If the signal items are on the local system, the local or consultant POE will sign the Traffic Signal drawings. See the ODOT Traffic Standards website for additional information on the [Design Review and Approval Process](#).

Traffic drawing numbers are available from Traffic Standards Unit, (503) 986-3568.

6.c ACCESS MANAGEMENT DELIVERABLES: *Have all required pre-construction Access Management deliverables required under PD-03 or PD-03(A) been completed?*

The purpose of [Project Delivery Operational Notice PD-03](#) is to establish deliverables, accountabilities, and requirements and to provide general guidance for implementing access management in the development and delivery of Design-Bid-Build Construction projects. The policies described are established to ensure consistency with OAR 734-051 and to clearly establish expectations for ODOT staff and consultants.

The purpose of [Project Delivery Operational Notice PD-03\(A\)](#) is to establish deliverables, accountabilities, and requirements and to provide general guidance for implementing access management in the development and delivery of pavement preservation projects. The policies described are established to ensure consistency with OAR 734-051 and to clearly establish expectations for ODOT staff and consultants.

Forms and Guidance information can be found on [Access Management's Project Delivery](#) website.

Completing CHAMPS (Central Highway Approach/Maintenance Permit System) is not considered a Pre-Construction activity and does not require a PD-02 exception Letter provided the Region has a clear plan to assure completion of this activity at the completion of the project

WAIVERS: If the Region Project Delivery Manager or Area Manager waives any of the deliverables required under PD-03 or PD-03(A), written documentation must be included in the project files.

PROJECT ACCESS LIST APPROVAL: Approval of the official project access list by the Tech Center Manager and Region Access Management Engineer (RAME), as required by PD-03 and PD-03(A), must be documented in writing and included in the project files.

6.d TRANSPORTATION MANAGEMENT PLAN (TMP)

A "Full" TMP is required for projects greater than \$5,000,000 or on an Interstate Freeway within an established Transportation Management Area. A "Simplified" TMP is required on projects not meeting the "Full" criteria. Guidance and examples contained in documents

and forms section of [Traffic Standards Resources Page](#). For questions contact State Traffic Control Plans Engineer.

A TMP is a required deliverable on all FFO projects.

SECTION 3 - POST SUBMITTAL PROCESS

3.1 OBTAINING FHWA PS&E APPROVAL

On all projects with Federal funds, ODOT must receive approval to advertise the project from FHWA. OPL will work with FHWA during PS&E to obtain approval to advertise. PS&E submittals that do not get FHWA approval to advertise will be delayed. Approval to advertise is needed (at the latest) by the Friday before the advertisement is set to begin.

Full Federal Oversight (FFO) Projects:

1. On full-oversight Federal aid projects, FHWA approval of all PS&E items and Addenda is required.
2. ODOT Program and Funding Office in conjunction with FHWA determine the projects for full oversight, as outlined in the Stewardship Agreement. The PL/LAL is responsible for determining if a project is delegated (state administered) or FFO and notifying OPL of the status. Contact the ODOT Program & Funding Services at 503-986-3928 for assistance.
3. Prior to PS&E, the PL/LAL and Region Tech Center Manager are expected to work with FHWA for questions related to FHWA oversight requirements.
4. PS&E documents for FFO projects are submitted to OPL. OPL verifies completeness and enters the PS&E Estimate into the AASHTOWare Project® Database. OPL will deliver PS&E documents to FHWA for review on FFO projects. FHWA requires an additional 3 weeks beyond ODOT's standard PS&E timing for PS&E package review. Include an extra paper copy of Plans, Special Provisions, Estimate, Right of Way Certification, Utility Certification, Final PS&E Submittal Checklist and Environmental Documentation for FFO projects.

Federal Funded State Administered Projects:

State Administered projects are projects that do not require full Federal oversight review, but have Federal funding associated with them. These projects must still be approved by FHWA prior to advertisement. FHWA requests several documents from OPL prior to approving advertisement. The documents sent to FHWA are the Final PS&E Submittal Checklist and Completeness Checklist, Right of Way Certification, Estimate, CE Minimums (Environmental) Document, and PD-02 exception Letter (if applicable).

3.2 COMPLETING PD-02 ITEMS

In all cases, the OPL QA staff has been tasked to track identified outstanding PD-02 issues by periodically querying the PL/LAL regarding the status of the resolution plan(s). The project PL/LAL carries the responsibility to confirm to the OPL QA staff that all the listed issues have been resolved. The ODOT Procurement Office - Construction Contracting Unit must also be so advised so they can proceed with contract award. This notification needs to be in writing (e-mail preferred) and can be directed to the project OPL QA Engineer, the [ODOT Pre-Letting](#) email inbox and to [OPO Construction Contracts Unit](#).

SECTION 4 – ADVERTISEMENT PERIOD

4.1 ADDENDA

Changes to the plans, special provisions, or bid items during the advertisement period are made by addenda. The earlier an addenda is posted the more time Contractors will have to properly address the changes. Issuing multiple addenda is preferred over one large, last minute addenda. Last minute addenda can cause prospective bidders to withdraw from bidding and/or include unnecessary “risk pricing.” Large, last minute addenda are also difficult to quickly review and often result in a postponement when Contractors find errors that must be fixed.

ALL unsolicited issues, questions and inquiries from Contractors and others shall be requested in writing from the Construction Project Manager per Standard Specification Section 00120.15 and the [ODOT Construction Manual, Chapter 6 - Examination of Project Site or Data By Bidders](#).

Addenda on all FFO projects **MUST** be approved by a FHWA Area Engineer prior to posting on eBIDS. The OPL QA Engineer coordinates obtaining FHWA approval. Addenda cannot be published until FHWA approval has been received. The PS&E Provider must allow additional for FHWA review and approval of addenda.

Addenda Dates and Timing – The earliest an addendum letter can be published is the day the advertisement begins. The date on the letter should be the date of expected posting, not necessarily the date the letter was written. Every effort should be made to have the date on letter match the date the letter is published.

The deadline for posting addenda is as follows:

- No addenda will be accepted for posting after noon of the fourth working day prior to the bid opening day **UNLESS** prior agreement has been made with the project OPL QA Engineer and the OPL Unit Manager. This means:
 - If a project is scheduled for bid opening on a Thursday the deadline for submitting addenda is noon on the preceding Friday.
 - If a project is scheduled for bid opening on a Tuesday the deadline is noon on the preceding Wednesday.

Remember to submit addenda for FFO projects at least 2 business days earlier to allow for FHWA review and approval.

- Per OAR 731-005-0580, no addenda, other than for bid cancellation or postponement, will be issued less than 48 hours before the closing of the advertisement period.

Be aware that large and/or complex addenda may take additional time to process (reviewing, preparing revised bid schedule, scanning documents, and preparing electronic addenda for posting to eBIDS.) Contacting the OPL QA Engineer assigned to the project ahead of time can help with timely processing. Submitting drafts of large or complex addenda letters to the project OPL QA Engineer for review is encouraged. Large and/or complex addenda submitted for posting past the standard deadline may be cause for bid date postponement. Such postponement would be done to allow contractors to fully execute and adjust to the changes specified in the addendum.

Holidays also adjust the delivery schedule. OPO and OPL are closed for all state holidays. If the addenda is due on a Friday that is a state holiday, the addenda must be submitted by noon on Thursday.

Preparing Addenda Letters – Addenda letters are to be created on the ODOT provided template (available on ODOT's web site at [Specifications Manuals, Guides, Forms, and Publications](#)) and submit to OPL as follows:

- **Addenda Letters** - All Addenda Letters require signatures by the preparer and the POR. Email an electronic (PDF) copy of the letter. The PDF version must be an 8 ½" x 11" size signed copy of the original. The original scan must use a setting of 400 dpi, 100% size, black & white text/line art mode (not grey scale) and JBIG2 compression. JBIG2 compression is available either as a setting on your scanner, or running Adobe Acrobat's "reduce file size" command on the scan PDF.
- **Bid Schedule** - OPL makes changes and generates the bid schedule for addenda, when needed. OPL will change the bid schedule based on the changes indicated in the addendum letter. Added bid items are placed at the end of the bid schedule and will be numbered accordingly. Deleted bid items retain the original bid item number, and the bid item numbers are not renumbered. For questions regarding bid item numbers, including what numbers to use, contact the OPL QA Engineer assigned to the project. The bid item numbers in the letter must match those on the bid sheets. Unit prices for added bid items must be sent to the OPL QA Engineer for entry into the AASHTOWare Project® system.
- **Plan Sheets** - Revised stamped and signed mylars are required to be submitted with any Addenda which modifies a plan sheet. For bridge plan revisions, 11"x17" paper copies must also be provided for scanning. Revision triangles are required on ALL revised plan sheets as shown in the CPDG – NO EXCEPTIONS. Plan sheets may be scanned and sent electronically for quicker publishing, with originals mailed or delivered to OPL. Addenda plan sheets that are scanned must use a scan setting of 400 dpi, 100% size, black & white text/line art mode (not grey scale) and JBIG2 compression. JBIG2 compression is available either as a setting on your scanner, or running Adobe Acrobat's "reduce file size" command on the scan PDF. The mylar plans are archived with the original plans.

4.2 LETTER OF CLARIFICATION (LOC)

Letters of Clarification (LOC) are intended to be informational in nature and appropriate for situations where there are no changes being made to the plans, special provisions, or bid items. The Project Manager is responsible for providing a signed copy of the LOC to OPL. OPL will forward the letter to OPO – Construction Contracts, who will load the LOC onto eBIDS. See [Operational Notice PD-07](#) for more information.

LOC on FFO projects do not need be approved by a FHWA Area Engineer prior to posting on eBIDS.

LOC Dates and Timing – The earliest a LOC can be published is the day the advertisement begins. The date on the LOC should be the date of expected posting, not necessarily the date the LOC was written. Every effort should be made to have the date on LOC match the date the LOC is published.

The deadline for posting LOC is as follows:

- No LOC will be accepted for posting after noon of the fourth working day prior to the bid opening day UNLESS prior agreement has been made with the project OPL QA Engineer and the OPL Unit Manager. This means:
 - If a project is scheduled for bid opening on a Thursday the deadline for submitting LOC noon on the preceding Friday.
 - If a project is scheduled for bid opening on a Tuesday the deadline is noon on the preceding Wednesday.

Contacting the OPL QA Engineer assigned to the project ahead of time can help with timely processing.

Holidays also adjust the delivery schedule. OPO and OPL are closed for all state holidays. If the LOC is due on a Friday that is a state holiday, the LOC must be submitted by noon on Thursday.

LOC Example – Bid Reference Documents, not uploaded prior to advertisement, are added by LOC during the advertisement period. LOC are to be created on the ODOT letterhead from the office or Region of origin and include the following:

- the STIP project name
- the highway
- the County
- the type of work
- the bid date
- the file name of each Bid Reference Document being posted

	Oregon Kate Brown, Governor	Department of Transportation Rogue Valley Office 100 Antelope Rd. White City, OR, 97503+1674 Phone: (541) 774-6299 Fax: (541) 774-6349
DATE: May 11, 2015		
Letter of Clarification No. 2		
TO:	PLAN HOLDERS	
PREPARED BY:	 Michael Gamble	
SUBJECT:	FFO-OR 138E: Corridor Solutions North Umpqua Highway Douglas County Paving Project (Bids to be opened and read May 21, 2015)	
The following Bid Reference documents are now available in the eBIDS folder:		
<ul style="list-style-type: none">• Final Pavement Design• Engineering Geology Report• Geotechnical Memo		

4.3 PROVIDING FINAL PROJECT SPECIAL PROVISIONS WITH ADDENDA

The PS&E Provider is required to submit an electronic copy of the Project Special Provisions updated with all changes made by addenda to the OPL QA Engineer by the close of business the day of the bid opening. This document becomes the project Contract. The footer of the Project Special Provisions must be updated to read "Contract" according to the [ODOT Specification and Writing Style Manual](#).

This final electronic copy of the Project Special Provisions is archived by OPL.

SECTION 5 – PROJECT RECORDS

5.1 ARCHIVING

The PS&E Provider is responsible for archiving project documents according to the [ODOT Retention Schedule](#). For additional information regarding Records Retention and Archiving, contact the ODOT Records Officer (503) 986-3277.

OPL is responsible for archiving the following documents:

- Final PS&E Submittal Checklist and Final PS&E Completeness Checklist
- Bid Sheets
- Internal Pre-Letting Checklist
- PS&E Comments Log
- Letters of Public Interest Finding
- PD-02 Exception Letters
- Engineer's Estimate
- Bid Analysis and Recommendation
- Electronic Final Project Special Provisions with Addenda

5.2 PS&E QA REPORT

The PS&E QA Report was developed to provide feedback to the Project Delivery Teams, on the overall completeness and quality of PS&E submittals. The PS&E QA Report tracks progress of projects between the PS&E due date and award.

The PS&E QA Reports are located on OPL's Intranet website at <http://transnet.odot.state.or.us/hwy/opl/default.aspx>, by Region and key number.

Appendix A: Acronyms and Definitions

ACRONYMS	
BDDM	Bridge Design/Drafting Manual
CHAMPS	Central Highway Approach/Maintenance Permit System
COW	Class of Work
CPDG	ODOT Contract Plans Development Guide
DOJ	Oregon Department of Justice
FFO	Full Federal Oversight. These are non-exempt projects that require FHWA review and approval of all PS&E documents.
FHWA	Federal Highway Administration
IGA	Intergovernmental Agreement
LPIF	Letters of Public Interest Finding
MCTD	Motor Carrier Transportation Division
NEPA	National Environmental Policy Act of 1969. Most of the time specifically referring to the project environmental documentation that is required with the Environmental Assessment and the Environmental Impact Statement.
OCR	ODOT Office of Civil Rights
OPL	ODOT Office of Project Letting (includes Specifications, Estimating, and Pre-Letting)
OPO	ODOT Procurement Office (most of the time specifically the Construction Contracts Section)
OTC	Oregon Transportation Commission
PCS	Project Control System. This is the historic, mainframe-based system used for developing the STIP (Statewide Transportation Improvement Program) and for managing financial obligations for highway improvement projects. PCS also stores anticipated bid letting dates, high level project scope information and funding estimates for each phase of transportation improvement projects scheduled in the STIP. The system also provides project data to other ODOT systems including AASHTOWare Project®, MS Project Server and Civil Rights Compliance Tracking (CRCT).
PDWP	Project Delivery Work Planning. This system is used to house detailed scope information for transportation improvement projects, and to produce a printed prospectus part 3 which is a required deliverable for some disciplines. The system also provides detailed checklists for each technical discipline that can be used during project scoping to identify and document various project or site attributes. The primary users of PDWP include project leaders, local agency liaisons, environmental coordinators and STIP coordinators.
PL/LAL	ODOT Region Project Leader. Within this document PL/LAL is used

	synonymously to represent the ODOT Design Project Manager, which could be a Project Leader or Local Agency Liaison.
POR	Professional of Record. Licensed Professionals that, by the conditions of their professional license, are required to sign and seal their final professional work products. The final work product may include, but is not limited to, final design plans, technical reports, and specifications.
PS&E	Plans, Specifications, and Estimate. A scheduled milestone event wherein all elements of a project are complete for ODOT to advertise for competitive low bid process through ODOT Procurement Office – Construction Contracting.
QA	Quality Assurance. Most of the time specifically referring to the process of the QA Reviewer in the Office of Project Letting and their role in reviewing the elements of projects turned in for PS&E.
QC	Quality control. Most of the time specifically referring to a routine effort made to check information in a project for consistency to ODOT standards.
STIP	State Transportation Improvement Plan
STR	Statement of Technical Review
DEFINITIONS	
AASHTOWare Project Estimator®	A proprietary software product that is used by ODOT, Consultants, and Local Agencies to prepare project estimates.
Boilerplate Special Provisions	The Boilerplate Special Provisions modify the Standard Specifications by adding, replacing or deleting information from them. Sections of the Standard Specifications may have a related Boilerplate Special Provision. Some Boilerplate Special Provisions are also stand-alone Specifications. The Boilerplate Special Provisions are selected and assembled for the Project Special Provisions. All Boilerplate Special Provisions have been reviewed and approved for use by the ODOT Sr. Specifications Engineer, the Department of Justice (DOJ) Business Transactions Section, and Federal Highway (FHWA).
CE Minimums	The required contract documents that meet the environmental permits, clearances, and approvals as specified in the “Completion Guidance for the Categorical Exclusions (CE) Closeout Document” to classify a project as a Categorical Exclusion as defined in Technical Bulletin GE09-05(B)
Project Special Provisions	The Project Special Provisions is a single document consisting of a set of assembled Boilerplate Special Provisions and any project-specific Special Provisions that modify the Standard Specifications to an individual project. The Special Provisions and Standard Specifications together make up the contract specifications.
PS&E Acceptance Date	The date all deliverables are accepted by OPL as complete.

PS&E Due Date	The date the PS&E package is due to OPL. This date is based on the bid date (see “Time Table for ODOT PS&E Submittals”) and is assigned by OPL. Submittals are due to OPL 8:00 am on the PS&E due date.
PS&E Provider	The organization or business entity providing the complete PS&E package. This may be an ODOT Region, a Local Agency, or private consulting firm.
Second Notification	Written acknowledgement by the Engineer of the end of contract time according to Section 00180.50(g).
Standard Specifications	The Standard Specifications describe the contractual relationship and responsibilities between the contractor and the Agency. It provides directions, provisions, and requirements necessary for performing public improvement projects.

Appendix B: Available OPL Staff Resources

Pre-Letting Submittals:

Kevin Thiel, PLS
Quality Engineer
Kevin.A.Thiel@odot.state.or.us
503-986-3351

Kellie Tasselli
Alternative Contract Engineer
Kellie.Tasselli@odot.state.or.us
503-986-4347

Bid Date Changes and Scheduling:

Aundrea Guthrie
Pre-Letting Specialist
ODOT.Pre-letting@odot.state.or.us
503-986-3754

Specifications Technical Support:

Dan Anderson, P.E.
Senior Specifications Engineer
Daniel.A.Anderson@odot.state.or.us
[.us](mailto:Daniel.A.Anderson@odot.state.or.us)

Will Woods, P.E.
Specifications Engineer
William.L.WOODS@odot.state.or.us
503-986-6637

Estimates and Construction Scheduling Support:

John Riedl, P.E.
Senior Cost Engineer
John.J.Riedl@odot.state.or.us
503-986-3886

Norma Kearney
Cost Engineer
Norma.L.KEARNEY@odot.state.or.us
503-986-3751

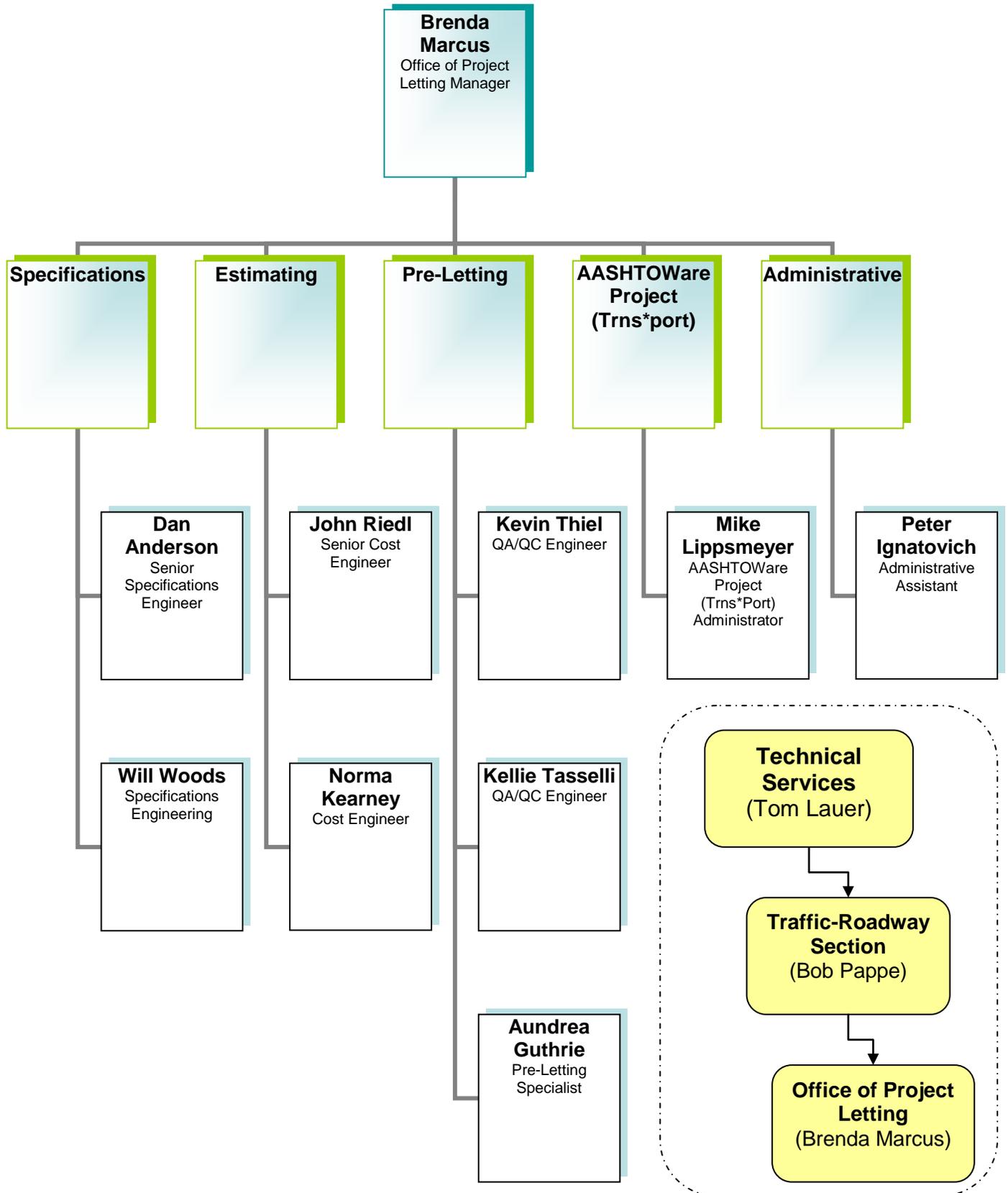
Alternative Contracting (A+C, Design Build, CM/GC):

Russ Swearingen
Alternative Contract Engineer
Russell.Swearingen@odot.state.or.us
503-986-3759

Policy and Procedural Inquiries:

Larry Mckinley
ODOT Office of Project Letting Unit Manager
Larry.McKinley@odot.state.or.us
503-986-3796

OPL Unit Staff



Appendix C: Pre-Letting Internal Checklist

Pre-Letting Checklist

PS&E - General Review:

- Aundrea _____ 1. PS&E submittal package received.
- Aundrea _____ 2. Verify that the PS&E submittal package contains the required PS&E deliverables.
- Original signed design mylar plan set
 - Paper copy of mylar plan set (two copies if FFO)
 - Two (three if FFO) 11x17 paper copies of bridge plans (if applicable)
 - Pdf copy of signed CE Minimums (for NEPA Class 2 Projects)
 - Paper copy of specs with bid booklet cover sheet (two copies if FFO)
 - Electronic copy of specs
 - Pdf copy of signed POR Certification
 - Pdf copy of signed Special Provision Integrity Certification
 - Paper copy of OCR Documentation email
 - Paper copy of Estimate (two copies of FFO)
 - Electronic copies (.est and .dat) of the Estimate
 - Paper copy of Project Construction Schedule
 - Electronic copy of Fuel Escalation Worksheet
 - Electronic copy of Steel Escalation Worksheet
 - Paper copy of Project Risk Assessment Summary
 - Pdf copy of signed Right of Way Certification
 - Pdf copy of signed Utility Certification
 - Pdf copy of Buy America waiver (if applicable)
 - Signed PD-02 Exception Letter (if applicable)
 - Pdf copy of signed Mobility Checklist and supporting emails
 - Paper copy of signed Final PS&E Submittal Checklist
- Aundrea _____ 3. Fill in the PS&E On-Time Measurement, PS&E Completeness Measurement and PS&E Submittal Completeness sections of the PS&E QA Report.
- Aundrea _____ 4. Write DBE or MWESB Goal on estimate before giving to Mike.
- Aundrea _____ 5. Send a pdf copy of the Utility Certification to the State Utility Liaison, Heather Howe.
- Aundrea _____ 6. Check for any open items included in the Final PS&E Submittal Checklist. Ensure that all items are covered in a PD-02 exception letter or that they are completed.
- Aundrea _____ 7. Scan the following documents:
- Signed Final PS&E Submittal Checklist

Save in the SEOPL Archives share drive under appropriate folder (year/bid date/key number)

- Aundrea _____ 8. When project is Focused Federal Oversight (FFO) make a paper copy of the following:
- Signed Final PS&E Submittal Checklist
 - Estimate
 - Signed PD-02 Exception Letter (if applicable)
 - Signed Right of Way Certification
 - Signed CE Minimums
 - Signed Utility Certification form
- Aundrea _____ 9. For FFO Projects, mail paper copies the following documents to FHWA:
- Transmittal Letter
 - Plans
 - Specs
 - Signed Final PS&E Submittal Checklist
 - Estimate
 - Signed PD-02 Exception Letter (if applicable)
 - Signed Right of Way Certification
 - Signed CE Minimums
 - Signed Utility Certification form
- Mike _____ 10. Make the following copies from PES:
- Paper copy of the bid schedule
 - Paper copy of the proposal estimate
 - PDF copy of the project bid schedule
 - PDF copy of the estimate
 - PDF copy of Estimator file
 - Copy of the EBS file
- Aundrea _____ 11. Export bid items into the Class of Work Calculator.
- Aundrea _____ 12. Fill in the Class of Work Designation section of the PS&E QA Report.
- QAE _____ 13. Send Highway Program Office email notification that the PS&E submittal is complete and has been accepted.
- Include the Project Completion Date, from the PS&E Submittal Checklist
 - Include copy of "Work to be Done" section in email.
 - Include pdf copy of the CE Minimums.
 - If a PD-02 Exception Letter exists, give a simple single sentence summary of outstanding issues (i.e. DSL permit pending, resolution expected on mm/dd/yy)
- QAE _____ 14. For all Federally funded projects (state administered and non-exempt/FFO): Email Final PS&E Submittal Checklist, ROW Cert., Estimate, PD-02 Exception Letter, Utility Certification form and CE Minimums Form to FHWA Area Engineer, Mike Morrow, Steve Bauman Mathew Bird and Ruth McNamee. Copy Tim Rogers on all bridge projects.

PS&E - Plan Review:

- Aundrea _____ 1. Check the title sheet for signature, correct title, correct signature block, bid let month, and Federal Aid project number.
- Aundrea _____ 2. Make sure all plan sheets are included and have stamps and signatures.
- QAE _____ 3. Make sure that the Traffic Section has signed off on signal sheets. If not, obtain signatures from Traffic Section.
- QAE _____ 4. Make sure that all Standard Drawings referenced on the project plan sheets are included on the Index of Sheets.
- QAE _____ 5. Take a general look at all plan sheets for fatal flaws or omissions.
- QAE _____ 6. Sign signature page of Final PS&E Submittal Checklist.
- QAE _____ 7. Deliver the following documents along with title sheet mylar to the OPL Manager for signatures. Attach a sticky note to the front of the package identifying who the package is to be returned to, and when it is needed.
- Final PS&E Submittal Checklist
 - Right-of-Way Certification
 - PS&E Estimate
 - PD-02 Exception Letter (if Applicable)
- QAE _____ 8. After the Chief Engineer signs the title sheet, deliver signed mylars to Reprographics for scanning.

PS&E - Specs and Estimate Review:

- QAE _____ 1. Make sure that the project name on the project Special Provisions and Bid Booklet matches the title sheet on the plans. Make sure that the project name on the plans EXACTLY matches the project name shown in subsection 00120.05.
- QAE _____ 2. Check the completion times on the "Description of Work" pages and make sure they match subsection 00180.50(h). Also, make sure the completion time seems to make sense for the project, if not contact John or Norma.
- QAE _____ 3. Check the Federal Aid Project Number (federal aid projects only) in the Bid Booklet and the on title sheet of the plans to make sure it matches the number listed in TrnsPort. For state only funded projects, it should say "State".
- QAE _____ 4. Make sure that the Special Provisions signature pages are signed and stamped according to Tech Directive TSB 11-01(D).
- QAE _____ 5. Check the Table of Contents (TOC) for Legal Requirement Sections before the "WORK TO BE DONE" page (i.e. TERO, Railroad Requirements, Equal Employment Opportunity Aspirational Targets).

- QAE _____ 6. Verify that all required Specification sections are included (based on the TOC, SPLIST, and bid items).
- QAE _____ 7. Check the DBE / MWESB Target pages against the OCR email and verify that the correct information has been included. Verify this is the same goal that was written on the Estimate
- QAE _____ 8. Check for edits to the 100's Sections, as well as "fill in the blanks" to ensure they are completed correctly.
- QAE _____ 9. Check 00170.65 for correct wage rates.
- QAE _____ 10. Check the insurance coverage in 00170.70(a) Insurance Coverage against the coverage in the Project Risk Assessment Summary. For projects with Asbestos and Pollution Liability coverage verify that the coverages match those specified in the email concurrence from Twyla Cobos, ODOT Contract Risk/Insurance Coordinator.
- QAE _____ 11. Check 00195.10(d) for correct bid items (item listed must exactly match the bid item name).
- QAE _____ 12. Check 00195.11(d) for correct Fuel Escalation/De-Escalation (FE) items, factors, and factor units. Bid items for Tack Coat or Temporary Surfacing should not be listed for fuel escalation.
- QAE _____ 13. Check 00195.12(d) that Steel Escalation/De-Escalation (SE) items match the bid items and the cost basis is correct for the item.
- QAE _____ 14. Check that 00220.40(e) is written correctly. Important if 00180.85(c) Liquidated Damages are included.
- QAE _____ 15. Check sections 00200 – 03000 of the Special Provisions for added or deleted legal requirements (such as warranties, incentives, bonuses, who accepts work, escalation, etc), or for unapproved modifications to measurement and payment sections.
- QAE _____ 16. Check Special Provisions for any items that require a Letter of Public Interest Finding (LPIF), such as Agency-supplied materials or Proprietary/Patented materials (see PS&E Manual).
- QAE _____ 17. Make sure Measurement and Payment is covered for every bid item and that there is a bid item for specific items in the Special Provisions and Plans.
- QAE _____ 18. Take a general look at the Special Provisions and bid items for mistakes or omissions.
- QAE _____ 19. Check to see that the current Boilerplate Special Provisions updates have been incorporated.
- QAE _____ 20. Send the PS&E QA Report Review Comments sheet back to the provider.

- QAE _____ 21. Fill in the document assembly sheet.
- QAE _____ 22. Write advertisement.
- QAE _____ 23. Place a copy of the following documents on the PS&E Docs share drive for retrieval by Contractor Plans.
- Final specs
 - Document assembly sheet
 - Bid schedule
 - POR signature sheets
 - Advertisement
- QAE _____ 24. Send ODOT Procurement Office - Construction email notification that project documentation has been placed on the share drive.
- QAE _____ 25. Complete Access Database Project Summary.
- QAE _____ 26. Obtain final (“conformed”) Special Provisions with all addenda incorporated by 5:00 p.m. on the bid let date. QAE will perform periodic QA spot checks on the Special Provisions. Send a copy to Contractor Plans. Be sure that the word “CONTRACT” in the file name and the footer of this last copy. If the Special Provisions have been modified by addenda, make sure an updated POR signature sheet was submitted for any spec sections that were affected.
- QAE _____ 27. Archive an electronic copy of the project Special Provisions, all addenda, all project emails, and other project records in the SEOPL_archives drive.

Addenda - General Review:

- QAE _____ 1. Review Addenda Letter to ensure that the Addenda Letter template has been used correctly, that there are no errors in the format of the document, that the fill in the blank information is correct and that required language in the template is included.
- Header
 - Footer
 - Subject for correct names, dates, addenda number
- QAE _____ 2. Make sure all attachments listed in the addenda are included.

Addenda - Plan Review:

- QAE _____ 3. Review drawings and other attachments for errors.
- QAE _____ 4. Make sure the Plan Sheets listed on the Addendum Letter match the attachments.

Addenda - Spec Review:

- QAE _____ 5. Compare specification changes in the addenda against the Special Provisions and the current Boilerplate Special Provisions to ensure that there are no conflicts or errors.
- QAE _____ 6. Are the mandatory sentences in the Addendum Letter template still there?
- QAE _____ 7. Changes to 00220.40 that may impact 00180.85(c) Liquidated Damages
- QAE _____ 8. If the addenda changes quantities or items in the FE list, confirm with provider that the FE Worksheet has been verified and 00195.11(d) has been updated in the addenda, if needed.
- QAE _____ 9. If addenda changes items or quantities, confirm with provider that the SE Worksheet has been verified and 00195.12(d) has been updated in the addenda, if needed.
- QAE _____ 10. If addenda changes the bid item name or type of asphalt, make sure 00195.10(d) is modified to reflect the change(s).

Addenda - Bid Item Review:

- QAE _____ 11. Check Bid Item changes/additions/deletions against the most current bid schedule to ensure the bid item numbers, bid item names, original quantities, and Units of Measure (UOM) are all correct.
- QAE _____ 12. For added bid items, ensure that measurement and payment subsections included are covered in the Standard Specifications or Special Provisions.
- QAE _____ 13. Review the bid schedule and proposal estimate generated for the addenda for correct proposal line numbers, bid item names (supplemental descriptions), UOM, and unit prices. Ensure unit costs and extended prices on deleted bid items are \$0.
- QAE _____ 14. Check for hybrid lump sums and update in PES, as needed.

Addenda - Postponement:

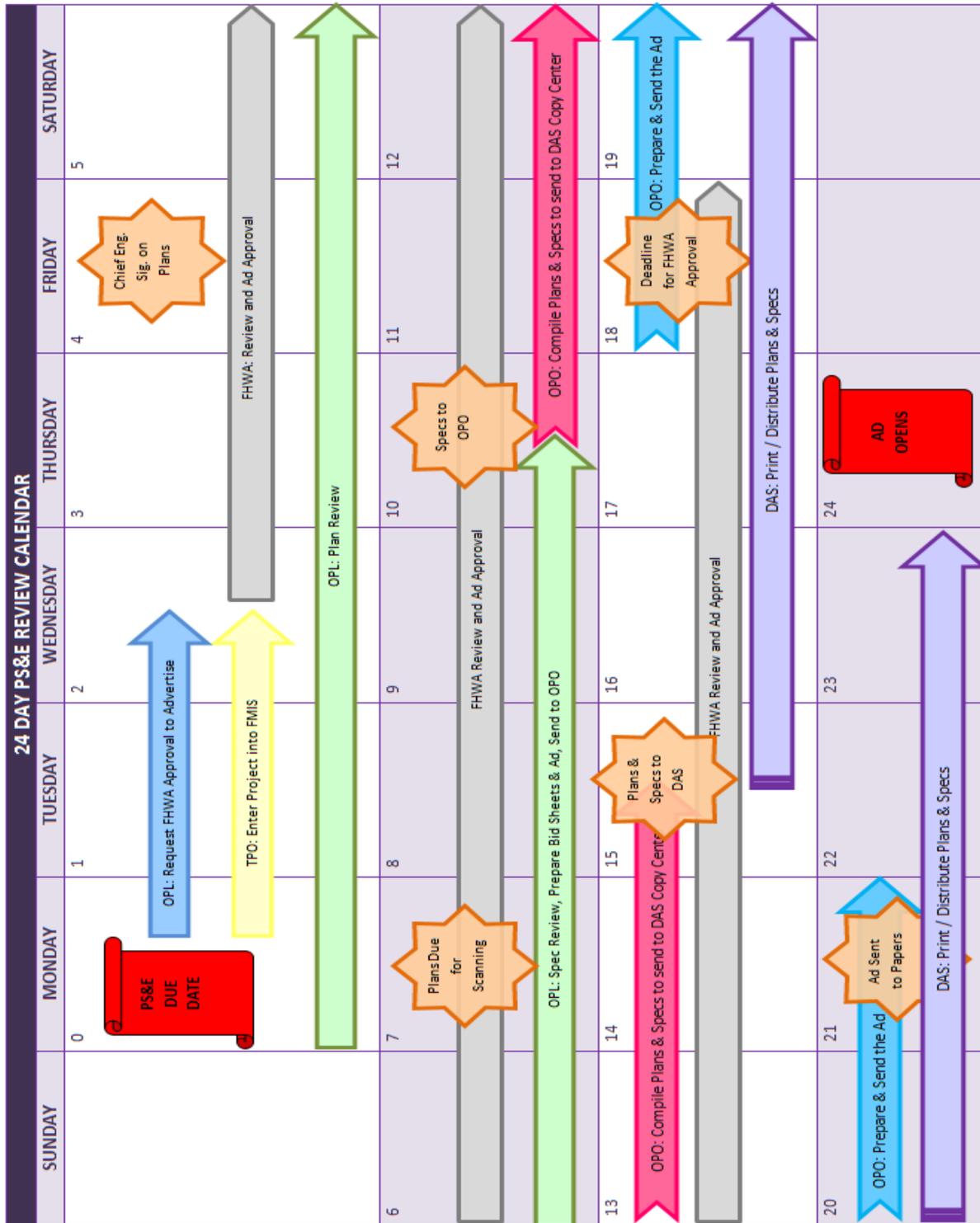
- QAE _____ 15. Postponements: make sure no bid opening date in Subject. Correct dates in letter. If the bid month changes, a new title sheet and correction to 00120.05 are also needed.
- QAE _____ 16. Send the postponement addenda to OPO – Construction, ODOT Pre-Letting and Will Woods.

Addenda – Final Review:

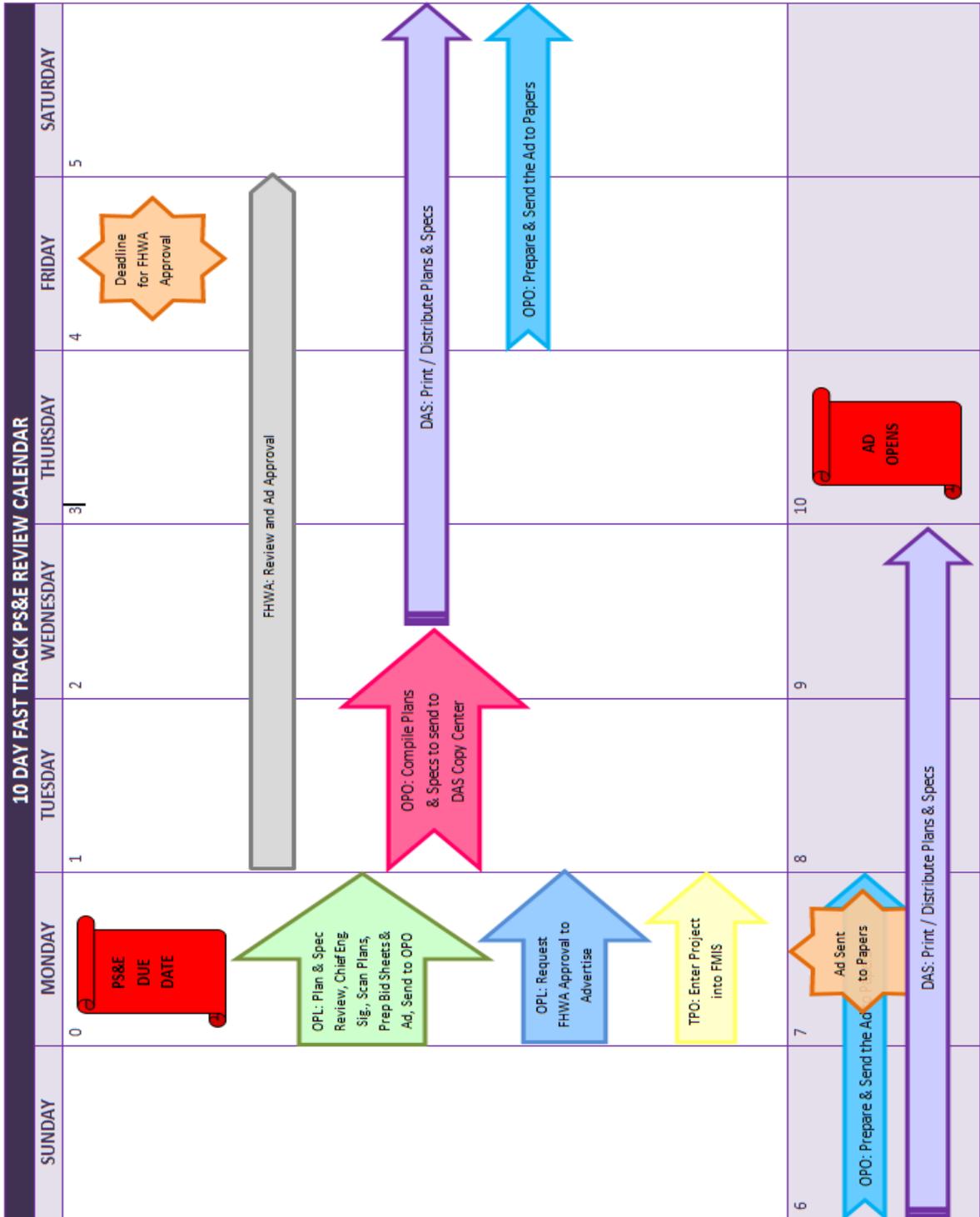
- QAE _____ 17. Review final PDF of addenda letter along with the bid schedule, plans and other attachments for errors or omissions.

Appendix D: ODOT OPL Calendar and Timeframes

Day 0 is for delegated (state-administered) projects. Add 3 weeks prior to this day for full federal oversight (non-exempt projects) PS&E Submittal Date.



Appendix E: 10 Day Fast Track PS&E Review Calendar



Appendix F: Manuals, Guides, Forms and Publications

Manuals, guides, forms, and publications related to preparing a PS&E submittal are available on ODOT's [Office of Project-Letting](#) web site.

A comprehensive list of ODOT Technical Manuals can be found at:
<http://www.oregon.gov/ODOT/HWY/TECHSERV/alphamanuals.shtml>