

## WFLHD SUPPLEMENT 9.6.1-1

### 9.6.1 PS&E PACKAGE SIGNOFF PROCESS

Add the following:

This Supplement describes the process for submitting the completed PS&E package to Contracts at Signoff. This process involves the designer assembling the *Signoff Review Book* and submitting it to the Project Manager. The Project Manager then obtains all the necessary signatures. Once complete, the Project Manager submits the *Signoff Review Book* and all associated documents to Contracts for their review and ultimate advertisement of the project. Do not forward partially complete project signoff packages.

Blank *Signoff Review Books* containing the standard tabs and [samples of the required forms](#) are available in the bookshelf on the design floor. The book has a [cover](#) indicating the project number and project name. Place the signed title sheet of the plans ahead of the first tab. The signoff documents are distributed under the following tabs:

1. **PS&E Checklist** – make use of the [Signoff Package to PS&E Checklist](#) to ensure that all required documents are included prior to sending the completed PS&E for Contracts' review. The checklist:
  - Indicates when the specific items are required for a specific type of package,
  - Provides instructions for completing the forms, and
  - Provides links to the required documents.Indicate on the checklist (yes or no) whether each item in the checklist is included.
2. **FedBizOpps** – contains the *FedBizOpps Synopsis Form*. Also include the *Options Justification* letter when applicable.
3. **Procurement Request** – contains all *Procurement Requests* for the project. Also include the *Waiver from Sealed Bid* when applicable.
4. **Letter of Authorization** – required for all packages except DOD (including OMAD), BLM, Emergency Relief Federally Owned (ERFO), and Earmarks other than PLD projects.
5. **Engineer's Estimate** – place the complete Engineer's Estimate after the Source Selection Information cover sheet.
6. **Estimated CE Costs** – obtain the *Construction Engineering Budget* from the Construction Operations Engineer.
7. **Contract Time** – include the CPM schedule.
8. **WFLHD-2 PS&E Assembly and Review** – ensure that all requested information is provided. Do not send to Contracts until the Project Manager has recommended the package for approval.

9. **WFLHD-3 Highway Standards** – see [Supplement 9.1.3.4-1](#) for more information.
10. **Brand Name Justification** – when applicable provide the *Brand Name or Equal Justification* and *Sole Source Justification* memorandums.
11. **Plan Distribution List** – Contracts will provide plans and specifications to the individuals shown on this list. At the option of the Project Manager, plan centers may be included. The Project Manager will specify which plan centers to include.
12. **Environment** – contains the *Environmental Commitments Summary* as well as the relevant Environmental documents listed in the checklist.
13. **Support Data** – provide support information shown in the checklist to Contracts as applicable to the project.