

PS&E ADVERTISEMENT CHECKLIST

Project number and Project Name: _____

Federal Land Name: _____

DOCUMENT/MILESTONE	DATE
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Project Agreement....._____

Highway Design Standards Signed....._____

Environmental Clearance ()....._____

Environmental Commitment Review: _____

(Verified all necessary commitments incorporated into the PS&E)

Permits:

404 Permit (Individual or Nationwide)....._____

401 Permit....._____

NPDES Permit (Notice of Intent)

Encroachment Permit....._____

Special Use Permit....._____

Other: (Any additional items to be included in SCRs)

[Right-of-Way Certification](#) (includes Right-of-Way Agreement)

Right-of-Entry/FLMA Letter of Consent....._____

[Utility Certification](#) (includes utility agreement)

[Utility Data Quality Level Certification](#)....._____

Fire Plan from the Land Management Agency

External Review Distribution

External PS&E Review comments incorporated

Approvals:

State/County....._____

FS

NPS

FWS

4(f)?....._____

Other

Internal PS&E Review

Internal PS&E Review comments incorporated

QA/QC Completed by:

BRIDGE CONSTRUCTION GEOTECH

HYDRAULICS MATERIALS ROADWAY DESIGN

SAFETY SURVEY/ROW

Quality Assurance Certification signed

[Brand Name or Approved Equal Justification Memo](#)....._____

Engineers Estimate promoted to acquisition in EEBACS

Provide Acquisitions copy of EE supporting data (UPAs)

Programmed Amount _____ Date _____

Schedule or Option	Date of Current EE	Date of Escalated EE (or NA)

IF DEVELOPED BY A/E FIRM:

All Plan Sheets Stamped, Sealed and Signed _____

Front Page of SCRs Stamped, Sealed and Signed _____

Mechanism in place for A/E design support during construction..... _____

A/E Firm Contact Information:

Name: _____ Phone: _____ Email: _____

This project will be:

Completion Date: _____

A+B (Include Number of Calendar Days for each schedule): _____

Anticipated Advertisement Date (21 days after PS&E Package signed)

Is accelerated NTP date necessary? _____ Anticipated NTP date.....

[Customer Surveys](#) Sent

Time Scheduled with Acquisitions for Delivery of PS&E Package by PM

Contact Distribution List to Contracting.....

PR for Construction

PR-1240 (Obligating Document).....

HDM: _____ Designer: _____ COE: _____

ELECTRONIC FILE LOCATIONS:

Plans (pdf): _____

SCRs: _____

Appendices (Fire Plan, Permits, etc.) (pdf): _____

Materials Report: _____

Geotech Report: _____

[Incentives and Adjustment spreadsheet](#): _____

COMMENTS: (attach separate sheet if necessary) Explain any outstanding issues.

Recommended for approval

Project Manager

Date

CLIENT DISTRIBUTION LIST

AS-AD and/or CONFORMED SETS PLANS & SPECS

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Please list ALL clients who are to receive copies of plans and specifications.
Specify "as-ad" or *conformed* sets by placing Client Agency in proper column.
The package(s), along with any amendments issued, will be distributed as appropriate.

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<i>AS-ADVERTISED SETS</i> Amendments are distributed as they occur	<i>CONFORMED SETS</i> Includes all amendments & completed bid schedule(s)\$
Client Agency:	Client Agency:
Contact:	Contact:
E-mail address:	E-mail address:
Address:	Address:
# of copies:	# of copies:
Customer Survey (Yes / No)	Customer Survey (Yes / No)
Client Agency:	Client Agency:
Contact:	Contact:
E-mail address:	E-mail address:
Address:	Address:
# of copies:	# of copies:
Customer Survey (Yes / No)	Customer Survey (Yes / No)
Client Agency:	Client Agency:
Contact:	Contact:
E-mail address:	E-mail address:
Address:	Address:
# of copies:	# of copies:
Customer Survey (Yes / No)	Customer Survey (Yes / No)
Client Agency:	Client Agency:
Contact:	Contact:
E-mail address:	E-mail address:
Address:	Address:
# of copies:	# of copies:
Customer Survey (Yes / No)	Customer Survey (Yes / No)
Client Agency:	Client Agency:
Contact:	Contact:
E-mail address:	E-mail address:
Address:	Address:
# of copies:	# of copies:
Customer Survey (Yes / No)	Customer Survey (Yes / No)

ACCOUNT CHAINING INFORMATION

Project Number & Name

Project Manager

To be completed by the Project Manager, in coordination with the Programmer, on ALL construction contracts, modifications, and task Orders with more than one Delphi Account. Please list all funding sources, account codes, and any account restrictions below. Use the examples as a guide.

DESCRIPTION OF FUNDING SOURCE EXAMPLE 1: FEE DEMO

Full Account Number: 1516491010004 540.00.F1X1.49 1649001410 OC 25255 \$150,000.00

Account restrictions: Option X. (Use funding only on bus shelters along Main Entrance Road.)

DESCRIPTION OF FUNDING SOURCE EXAMPLE 2: AGREEMENT FUNDS

Full Account Number: 15A6357901001 540.00.15F0.35 1635001479 OC 25255 \$450,000.00

Account restrictions: Use all agreement (15F0) funds first, before FLHP funds

DESCRIPTION OF FUNDING SOURCE EXAMPLE 2: FLHP FUNDS

Full Account Number: 1516357901001 540.00.F17E.35 1635001479 OC 25255 \$1,000,000.00

Account restrictions: Use FLHP funds (F17E) only once Agreement Funds are exhausted

DESCRIPTION OF FUNDING SOURCE:

Full Account Number:

Account restrictions:

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Full Account Number:

Account restrictions:

DESCRIPTION OF FUNDING SOURCE:

Full Account Number:

Account restrictions:

APPROVALS/SIGNATURES

Project Manager

Programmer

DISTRIBUTION

Department

Name

Acquisitions (attach to the PS&E Checklist)

Project Manger

Programmer

List-FHWA-CFLProgrammers@dot.gov

Funds Certifier

Pat.Mayorga@dot.gov

Construction Admin

CFL ConstructionAdministration@dot.gov

Quality Assurance Certification

Purpose of Certification

Certification statements reinforce that the final Plan, Specification, and Estimate (PS&E) and supporting documents have been prepared and checked in accordance with established procedures and that the final PS&E meets appropriate standards and provides clear direction for construction of the project.

The objectives of certification are to:

Promote confidence that the final project documents meet a level of quality that is appropriate and is consistent with similar CFL projects and the project is biddable, can successfully be constructed, and is ready for advertisement.

Roles and Responsibilities

PMs, COEs, and HDMs, have been identified as having a considerable influence on the quality of the overall PS&E documents and therefore are delegated the responsibility for completing a quality assurance certification. Each internally delivered project will be signed by the PM, COE, and HDM. Externally delivered projects will be signed by the PM, COE, and AE PM.

Signing of certifications is not to be further delegated.

PM – Manages Scope, Schedule, Budget, and Quality through completion

HDM – Responsible for the production of the PS&E, including incorporation of engineering recommendations from other disciplines.

COE – Evaluates constructability, biddability of the PS&E with focus on contract administration, and constructed quality.

Procedures

Complete certifications prior to having the project's title sheet signed. Present the signed certification to the Director of Engineering at project signing.

Individuals that have the dual role of PM/COE sign the certification in both the PM and COE signature blocks.

When project is delivered externally, AE Project Manager will sign in the Highway Design Manager section.

FEDERAL HIGHWAY ADMINISTRATION
CENTRAL FEDERAL LANDS HIGHWAY DIVISION

QUALITY ASSURANCE CERTIFICATION

Project Number and Name: _____

PROJECT MANAGER

I have managed all aspects of the project scope, schedule, budget, and quality, including risk. I certify the project is biddable, can be successfully constructed, and the final plan package is ready to advertise.

Name: _____

Signature: _____

Date: _____

CONSTRUCTION OPERATIONS ENGINEER

I understand the risks assumed in the design and have evaluated the technical and construction administration aspects of the project. I certify the project is biddable and can be successfully constructed.

Name: _____

Signature: _____

Date: _____

HIGHWAY DESIGN MANAGER/AE PROJECT MANAGER

I have managed the design development to ensure continuous quality control. I certify the project documents are ready to advertise for construction.

Name: _____

Signature: _____

Date: _____