|  |  |
| --- | --- |
| **Project Number: [replace this text with project number]** | **Project Name: [replace this text with project name]** |
| **Project Manager:** [replace with name] | **HDM:**  [replace with name] |
| **Designer:**  [replace with name(s)] |
| **CFT Members:** Bridge –  N/A Geotechnical –  N/A Survey –  N/AEnvironment –  N/A Hydraulics –  N/A Programming –  N/AConstruction –  N/A Materials –  N/A Right of Way/Utilities – N/A |
| ***The following documents and conditions must be met before projects can be forwarded to PS&E for review. Do not forward partially complete project Signoff Packages. The designer provides all documents unless otherwise noted and places them in the project directory in ProjectWise.*** |

| **REQUIRED**(See footnotes) | **INCLUDED**(Yes/No) | DOCUMENT | COMMENTS |
| --- | --- | --- | --- |
| 4 |  | Data for Synopsis in FEDBizOps* [FP-14 FBO Document](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/documents/fp14-synopsis-form.docx)
* [FP 03 FBO Document](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/documents/fp03-synopsis-form.docx)
 | See [Construction Contracting Documents](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/construction.htm) for more information. If submitted with a preliminary plans posting, state as such and provide date of posting.If there was a preliminary plans posting, only resubmit this form if there are changes to the project concept or philosophy or changes in work.E-mail to Contracts at Signoff. Include original signed cover sheet in signoff book.If applicable, approved options memo included as an attachment. |
| 3 |  | Options Justification  | [Options Justification](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/documents/option-request-memo.docx) and Options Justification Memo provided by PM.See [Construction Documents/Memos](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/construction.htm) for more informationInclude the approved options memo as an attachment to FEDBizOps. |
| 1 |  | e-Procurement Request Form* PM Is “Point of Contact” and PM Branch Chief is “PM/COE”.
* Dollar amount must match the Letter of Authorization amount (if applicable, see footnote 2).
* Dollar amount must be at least as much as the Engineer’s Estimate “Total Construction Amount”.
* Must include the accounting data funding code.
 | [Construction e-Procurement Request Form](http://pw.wfl.fld.fhwa.dot.gov/default.aspx?location=Umatilla.hfl17do1.wfl.fld.fhwa.dot.gov%3APW_Oracle&link=pw%3A%2F%2FUmatilla.hfl17do1.wfl.fld.fhwa.dot.gov%3APW_Oracle%2FDocuments%2F73%2FAcquisitions%2FWebpage%26space%3BDocuments%2FPRISM%2FPRISM%26space%3BE-Procurement%26space%3BForms%2FConstruction_eprocurement_request_form.pdf) located in ProjectWiseThe Designer will provide initial information for this form and the PM will complete and send to the Procurement Request preparer. If there are multiple schedules, the amount must be greater than or equal to one of the schedules, at least the smallest schedule. |
| 1 |  | e-Procurement Request Form (for printing)* Include estimated printing costs.
* Must include the accounting data funding code.
* Requisitioner and Funds Certifier must sign the request.
 | [Government Printing e-Procurement Request Form](http://pw.wfl.fld.fhwa.dot.gov/default.aspx?location=Umatilla.hfl17do1.wfl.fld.fhwa.dot.gov%3APW_Oracle&link=pw%3A%2F%2FUmatilla.hfl17do1.wfl.fld.fhwa.dot.gov%3APW_Oracle%2FDocuments%2F73%2FAcquisitions%2FWebpage%26space%3BDocuments%2FPRISM%2FPRISM%26space%3BE-Procurement%26space%3BForms%2FGovernmentPrinting_eprocurement_request_form.pdf) located in ProjectWiseThe Designer will provide initial information for this form and the PM will complete. Estimate printing costs based on project size: Small: $5,000; Medium: $10,000; Large: $15,000 |
| 3 |  | Waiver from Sealed Bid* Provide all pertinent data.
* Include in the Procurement Request section of the signoff book.
 | After NEPA and before PIH stage, PM sends project information to the Acquisitions Strategy Team, which makes an acquisition strategy decision for the project. The record of this decision will be held in Acquisitions.For all projects not advertised under a sealed bid, the [Request for Waiver from Sealed Bidding](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/documents/waiver-memo-template.docx) from sealed bid will be provided by the PM at signoff.See [Construction Documents/Memos](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/construction.htm) for more information. |
| 2 |  | Letter of Authorization (LOA)* Authorized amount must match the Procurement Request amount.
* Authorized amount must be at least as much as the Engineer’s Estimate “Total Construction Amount”.
* The Financial Manager and the Director of Project Delivery must sign LOA.
* The LOA must include the accounting data funding code.
 | [DOT 1240](http://wflnet/tools/eforms/forms/DOT-1240.pdf) located with [WFLNet Electronic Forms](http://wflnet/tools/eforms/display-forms.htm?id=8&filename=wflhd-forms.txt).The Designer will provide initial information for this form and the PM will complete.If there are multiple schedules, the authorized amount must be greater than or equal to one of the schedules, at least the smallest schedule. |
| 1 |  | Engineer’s Estimate (EE)* Check with PS&E for current flagger rate.
* Project number (including state) and name must match Special Contract Requirements project number, and name in footer.
* Pay item numbers, descriptions, pay units, quantities, and totals must match the Summary of Quantities and any applicable quantity summary tables.
* Accounting data funding code must be filled in on the schedule summary.
* Include all incentives as applicable (Partnering, etc.).
* All data fields must be filled in on the summary sheet.
 | Include Flagger Rate document received from PS&E (may be an e-mail)Send [incentive spreadsheet](http://flh.fhwa.dot.gov/resources/estimate/documents/WFLHD_Incentives_Adjustments.xlsx) to Acquisition for ALL projects. |
| 1 |  | Construction Engineering (CE) Budget* Notice to Proceed and Fixed Completion dates must match the date on the Supporting Data for Contract Time document.
* Document must be signed by COE.
 | The COE provides this form. |
| 1 |  | Contract Time – Use Critical Path Method (CPM) schedule* CPM flowchart is signed by the Construction Operations Engineer (COE). Do not make changes to the schedule without the concurrence of the COE (initialed and dated).
* Include adequate time to advertise and award the project. Use the [PS&E to NTP calculator](http://flh.fhwa.dot.gov/resources/design/tools/wfl/PSE-NTP-Calc.xlsx) to determine these dates. (Include a copy in book behind CPM).
 | See [CPM's Made Easy](http://flh.fhwa.dot.gov/resources/design/tools/wfl/cpm-made-easy.pdf) for more detailed instructions on building CPMs. Sample CPM located with [PD Sign-off Forms](http://pw.wfl.fld.fhwa.dot.gov/default.aspx?location=Umatilla.hfl17do1.wfl.fld.fhwa.dot.gov%3APW_Oracle&link=pw%3A%2F%2FUmatilla.hfl17do1.wfl.fld.fhwa.dot.gov%3APW_Oracle%2FDocuments%2F76%2FHighway%26space%3BDesign%2FForms%2FSignoff%2F). Project information and signature block is located in the left tab of the header.Include critical submittals such as steel fabrication, fish passage windows, or other items that could affect construction timeline, as well as work restrictions, weather and wildlife, etc. See [Construction Documents/Memos](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/construction.htm) for more information. |
| 1 |  | PS&E Assembly and Review (WFLHD-2)* All data must be filled in (project number, project name, etc. on first sheet.)
* Applicable initials/dates filled in.
* Signatures of Project Manager required.
* Any remarks must be resolved. Initiator of remarks must state resolution, initial, and date when resolution occurred.
* List all physical data for this project (hydraulic reports, SWPPP, geotechnical reports & memorandums, bridge data, etc.)
* Fill in all applicable permit data.
* Include applicable letters of concurrence from agencies.
 | [WFLHD-2](http://flh.fhwa.dot.gov/resources/design/forms/wfl/WFLHD-2.docx) located with WFLHD Design Forms and Templates.The PM will schedule a Signoff meeting for all projects. If a CFT member cannot attend the meeting, they can either initial prior to the meeting or delegate a representative to attend the meeting in their place. Resolve outstanding issues prior to the Signoff meeting. The purpose of Signoff is to ensure that all comments from the Final review have been adequately addressed.Agency concurrence is provided by the PM and can include an e-mail, letter, or signed plan title sheet (for NPS projects). |
| 1 |  | Highway Design Standards (WFLHD 3)* Fill in all pertinent data fields and obtain all signatures
* Send form to Highway Standards Engineer before delivering Signoff book to Contracts.
 | [WFLHD-3](http://flh.fhwa.dot.gov/resources/design/forms/wfl/WFLHD-3.docx) located with WFLHD Design Forms and Templates.Complete by PIH milestone. |
| 3 |  | Brand Name or Equal Justification Memorandum* Provide all pertinent data, obtain approval signatures, and attach all support documentation.
 | [Request for Name Brand or Equal Approval](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/documents/Brand%2BName%2BMemo.docx) provided by CFT discipline requesting item.See [Construction Documents/Memos](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/construction.htm) for more information. |
| 3 |  | Sole Source Justification | [Recommendation, Justification & Approval for Sole Source](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/documents/ssj.docx) provided by CFT discipline requesting item.See [Construction Documents/Memos](http://wflnet.wfl.fhwa.dot.gov/departments/acquisition/construction.htm) for more information |
| 1 |  | External Distribution List* List all external agencies or agency personnel and the number of solicitation copies they are to receive. Include e-mail addresses.
* Include A/E firm for A/E Designs.
* If Award Letter only, specify as such.
 | Located with [PD Sign-off Forms](http://pw.wfl.fld.fhwa.dot.gov/default.aspx?location=Umatilla.hfl17do1.wfl.fld.fhwa.dot.gov%3APW_Oracle&link=pw%3A%2F%2FUmatilla.hfl17do1.wfl.fld.fhwa.dot.gov%3APW_Oracle%2FDocuments%2F76%2FHighway%26space%3BDesign%2FForms%2FSignoff%2F).The designer will provide initial information for this chart and the PM will complete. Contracts may send a final distribution list for a QC check. |
| 1 |  | Environmental Commitment Summary* Completed, signed, and dated.
 | Provided by the Environmental Specialist. |
| 1 |  | Environmental Decision Document* CATX, FONSI, or ROD
 |  |
| 3 |  | Permits* Permits must correlate with list in WFLHD –2.
* Formatted and PDF documents created by Administrative Services. Final documents stored in ProjectWise. Originals kept in Environmental Services.
 | Environmental Specialist places this information in the Final to Contracts folder in ProjectWise.No paper copy required. |
| 3 |  | Stormwater Pollution Prevention Plan (AK, ID, WA, WY)Erosion Control Plan (OR)* Include plan, with certification if required.
* Include SWPPP binder for all projects as required.
* Include Fire Suppression/Prevention Plan if required.
* Formatted and PDF documents created by Administrative Services. Final documents stored in ProjectWise.
 | Environmental Specialist prepares SWPPP binder and provides to PS&E at Handoff. Administrative Services will scan the SWPPP binder after Handoff to PS&E. |
| 1 |  | Notice to Bidders Notice to Offerors (for negotiated projects)* Transferred to ProjectWise through Administrative Services.
* Formatted by Administrative Services.
 | Designer or A&E COTR to transfer to Administrative Services using the Administrative Services mailbox.No paper copy required. |
| 1 |  | Special Contract Requirements (SCRs)* Entered into ProjectWise through Administrative Services.
* Table of Contents and SCRs formatted by Administrative Services.
 | Move files to *...\Development\SCR\Final for Contracts\* project folder. See [Supplement 9.6.10-1](http://flh.fhwa.dot.gov/resources/design/pddm/wfl/ch09/#w9.6.10).No paper copy required. |
| 1 |  | Plans* Title sheet signed and dated. Director of Project Delivery signature on title sheet signifies approval of the PS&E package.
* Project number and name same as footer in SCRs.
* Summary of Quantity pay item numbers, pay item descriptions, pay item units, and quantities match Engineer’s Estimate and Quantity Tables in plan sheets.
* Provide plans in PDF format. Provide one file for each section of the plans (sheets in numeric order). Also provide a separate PDF with all the sections together.
* Inform Acquisitions if color plan sheets are required for printed plan copies. Indicate which sheets should be color.
 | Place original signed title sheet ahead of first tab in Signoff Book for delivery to Contracts. See [Supplement 9.6.4.4-1](http://flh.fhwa.dot.gov/resources/design/pddm/wfl/ch09/#w9.6.4) for title sheet instructions.E-mail Acquisitions when final PDF plan sheets have moved to the *…\Development\PS and E\Plan Sheet PDF files\ project* folder. See [Supplement 9.6.10-1](http://flh.fhwa.dot.gov/resources/design/pddm/wfl/ch09/#w9.6.10). |
| 3 |  | GEOPAK Earthwork Data Listing* Provide in PDF format with cover sheet.
 | E-mail Acquisitions the file location. Acquisitions will download them from ProjectWise. Use the normal file naming convention for the PDF files: [prefix] + “Earthwork” + “.pdf.” |
| 3 |  | GEOPAK Cross-Sections* Provide in PDF format with cover sheet.
 | E-mail Acquisitions the file location. Acquisitions will download them from ProjectWise. Use the normal file naming convention for the PDF files: [prefix] + “XS” + [number] + “.pdf.” |
| 3 |  | Geotechnical Reports/Memorandums* List name of each Geotech Report and Memo to be distributed to interested bidders.
* Names and numbers of documents should match those shown on the WFLHD-2 form.
 | Provided by the Geotech Specialist. |
| 3 |  | Backup Information for Independent Government Estimate (IGE)* Information used to develop the IGE.
 | Required for all negotiated contracts including 8(a) sole source. Place paper copies behind Support Data tab. |
| 3 |  | Non-Acquisition WFL web links have been updated* Remove non-acquisition contact information from project web sites and replace with new contact information. During advertisement all project inquiries should be addressed to Contracts.
 | Add the following text to the contact portion of the project web site:**NOTICE:** This project has been advertised or will soon be advertised. See our Construction Procurement webpage at: <http://flh.fhwa.dot.gov/business/construction/> for the most current information. All technical questions should be submitted to Plans\_Spec@dot.gov. All non-technical questions should be submitted to WFL.Contracts@dot.gov.  |
| 1 |  | Schedule Handoff Meeting with Contracts* Meeting to discuss project specific information regarding the PS&E package.
 | Meeting to be scheduled by Project Manager. Invite both Contract Liaison Engineer and Contracting Officer |