

Project Name:
Project Number:

Date:

Checklist for FINAL PS&E SUBMITTAL

(check or write N/A)

- _____ 1. The project specifications were updated using the Regional special provision word document(s), obtained from the Regional Spec Library. For FHWA: <Q:\ Lib\Specs\CURRENT SPECS\Highway\2020 SSHC\Standard Mods and Special Provisions>, for FAA: <https://dot.alaska.gov/stwddes/dcsspecs/index.shtml>
- _____ 2. Coordinated with utility section regarding 651 specifications and final PS&E distribution to applicable utility companies.
- _____ 3. Highway Work Zone Safety and Mobility has been completed and addressed per HPM Chapter 1400.
- _____ 4. Design Study Report (DSR) is completed in accordance with the HPM Chapter 450.5, or for FAA, the Engineer's Design Report (EDR) is completed in accordance with APM Chapter 430.
- _____ 5. The project complies with ADA Standards for Accessible Design, as required in the preconstruction manual. Any ADA accessible routes or features anticipated to not meet the ADA standards due to technical infeasibility have been documented in the project's Design Study Report and sent to the ADA Coordinator at the Civil Right's Office. ADA resources: <I:\Review\Manuals\ADA>.
- _____ 6. If applicable, Workers Meals and Lodging or Per Diem is included for this project (refer to DOLWD Memo WHPL #197(A4) for full requirements). 640 or G-115 pay items, as appropriate, are included in the bid schedule.
- _____ 7. All appendices are separated with cover pages. All appendices are listed on the Specifications index in order.
- _____ 8. All sealed plan sheets comply with 12 AAC 36.185. If signing with digital signatures send original protected sheets to Contracts for permanent record storage. Electronic copies of the original plans will be used for dissemination.
- _____ 9. All proposed work will be done within existing ROW and easements and/or within project acquired ROW, easements and TCE's. Any specific conditions of the TCE's were incorporated into the plans and specifications.
- _____ 10. All proposed work has a specified basis of payment. Any work made subsidiary is small in magnitude compared to what it is subsidiary to and is noted in the appropriate specification.
- _____ 11. All utilities are shown on the plan sheets, including the profile view if applicable. Potential utility conflicts were identified and resolved.
- _____ 12. Plans and specifications exclude sole sourcing and do not require a Public Interest Finding (the specifications are performance based or they list a minimum of two specific items or an approved equal). If Public Interest Findings are used for the project, their approval is dated _____ and they are attached.
- _____ 13. All listed brand named products listed in the plans and specifications, meet current Buy America (FHWA) / Buy American (FAA) requirements (BA/BAA).

Project Name:
Project Number:

Date:

- _____ 14. Material Certification List has been reviewed for completeness and proper approval authorizations.
- _____ 15. Project's ESCP is done in accordance with the latest regional ESCP Checklist for Designers. Narrative is included in Specification Appendices. Resources located at <I:\Review\Review Forms & Checklists\4 Design Checklists\ESCP Checklist>
- _____ 16. The project manager checked Preliminary PS&E comments, their resolutions, and how they were incorporated into the Final PS&E.
- _____ 17. The existing conditions shown in the contract are accurate and/or reflective of the proposed work.
- _____ 18. Project survey control was coordinated with and verified by DOT&PF survey staff.
- _____ 19. The environmental analyst has reviewed subject documents and all environmental commitments were incorporated into the special provisions of the plans. Any special conditions are noted on the plans if applicable.
- _____ 20. For FAA funded projects: All proposed work is included in the Construction Safety and Phasing Plan (CSPP). All stakeholders are aware of operational limitations anticipated during construction. The Contract specifies how the airport stakeholders will be notified of their change in access and use within the airport and how the Contractor will be compensated for this effort.
- _____ 21. If CAD data is included as supplemental information to bidders, verify standard practices are met and disclaimer is included. Resources for creating construction survey files: <I:\Review\Manuals\Creating Construction surveying Files>

Signed: Project Manager (or Consultant's QA/QC Engineer)

Date _____