

PS&E DELIVERY MANUAL



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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

April 2011

Revision History

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 E-Mail Box

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 Box

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 deliverable items required for an ODOT construction project before advertisement and competitive bid. 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 staff is available to meet and discuss projects prior to PS&E submittal. Pre-PS&E meetings typically go over the [Final PS&E Submittal Checklist](#) and 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 meeting, contact the OPL QA Engineer assigned to the project. The [Bid Date Planning & Status Report](#) (ODOT Only) shows which Quality Engineer is assigned to the project; or you can call (see staff resources in Appendix B) to find out who is assigned to your project.

Delivery dates and times mentioned throughout this guide are meant to be the delivery dates and times to ODOT's Office of Project Letting (OPL). Do not confuse these with delivery dates established by Region offices or FHWA.

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 Office of Project Letting (OPL) owns and manages the ODOT Procurement Office (OPO)-Central construction 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 13th 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 13th 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 6 months prior to the bid let date. Any changes to the bid date for a project should be made 7 months in advance or as soon as changes are known. The 6 month letting schedule pulls project information from PDWP and PCS, is posted on the 1st of the month, and is available on the [ODOT Calendar of Bid Opening Dates](#).

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

1.2 TIME TABLE FOR ODOT PS&E SUBMITTALS

PS&E submittals are due at OPL NO LATER THAN 24 calendar days prior to the planned start of the advertisement length. 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 (Project Leader (PL) will be liaison as needed).
2. Fourteen calendar days allowance for printing and binding of bid documents.

For Full Federal Oversight (non-exempt) projects, add 3 weeks to the PS&E submittal due date to allow for FHWA review.

PS&E 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 due date.

See Appendix D for a Calendar view of the PS&E timetable.

1.3 ADVERTISEMENT LENGTH

The Code of Federal Regulations ([23 CFR 635.112\(b\)](#)) require federal 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 ad increase of 1 week),
- Special bidding requirements (ie. 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 Development Manual](#).

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

2 Completing the Final PS&E Submittal Checklist

The Final PS&E Submittal Checklist is 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. If the Project Team is unsure about a particular checklist item they should consult with the [ODOT technical expert](#) (e.g. unsure of the Transportation Management Plan should consult with Scott McCanna, State TCP Engineer) or the assigned OPL QA Engineer if the technical expert is not available. The Region is responsible to assure all items are completed and noted correctly. OPL does not specifically verify each item, but errors found after PS&E submittal will likely delay the bid opening date.

The Final PS&E Submittal Checklist must be signed by the PL, the Area or BDU Manager, and ODOT Region Technical Center Manager. Technical Center Managers are required to sign the PS&E Submittal Checklist assuring completeness and technical sufficiency of the project prior to bid. Area Managers are required to sign the PS&E Submittal Checklist assuring completeness of the project prior to bid as well as funding sufficiency. The Region is responsible for completeness for all STIP projects in their Region in accordance with their QC Plan.

On the Final PS&E Submittal Checklist, the Region must indicate the number of project special provision copies and project plan sets that will need to be delivered to the construction Project Manager's Office as bidding documents (blue covers). The Project Leader 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 Procurement Office (Contractor Plans Section) at 503-986-6936.

2.1 FHWA REQUIREMENTS

2.1.a Has FHWA approved any related STIP changes? Does the current published STIP match the project description?

Contact your Region STIP Coordinator to ensure that all changes have been approved. 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 website, not a printed copy.

2.1.b Has appropriate environmental documentation been completed?

- If project is NEPA Class 1 or Class 3, has EA or EIS been completed?

- If project is Class 2, Have elements of “Categorical Exclusion (CE) Closeout Process, Guidance, and Documentation” [[Technical Services Bulletin GE09-05\(B\)](#)] been satisfied?

PS&E will not be accepted if a NEPA Class 1 (EIS) or Class 3 (EA) project does not have an approved Record of Decision or Revised Environmental Assessment respectively and if prior FHWA approval (email is acceptable) hasn't been obtained along with the PD-02 exception letter.

PS&E will not be accepted if a NEPA Class 2 (Categorical Exclusion, aka "CE") project does not have an approved [CE Closeout Document](#) or [Programmatic CE Closeout Document](#), as appropriate, and if prior FHWA approval (email is acceptable) hasn't been obtained along with the PD-02 exception letter.

The majority of ODOT projects are classified as CEs under the National Environmental Policy Act (NEPA). For these projects, the CE Closeout Document must be completed by the Region Environmental Coordinator and submitted to FHWA for approval. Programmatic CE Closeout Documents are not signed by FHWA, although the date of Programmatic CE applicability is assigned by FHWA. The fully signed CE Closeout Document or Programmatic CE Closeout Document must be submitted with the PS&E package. For questions regarding Environmental documentation, contact the Region Environmental Coordinator or the Region Environmental Manager. Guidance is provided in [Completion Guidance for the Categorical Exclusion \(CE\) Closeout Document](#) and [Technical Bulletin GE 09-05\(B\)](#).

Provide PDF copy of the CE Closeout Document or Programmatic CE Closeout Document with signatures. CE attachments are not needed with the PS&E package

2.1.c 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 ODOT Senior Interchange Engineer and/or ODOT Interchange Engineer for more information or questions about Interchanges.

2.1.d Have required FHWA Public Interest Findings been submitted and approved?

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. The OPL Manager (delegated from the State Roadway Engineer) approves the LPIF, as well as FHWA (if a FFO project). The LPIF must be approved prior to PS&E submission and submitted with the PS&E package. 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. Additional information on FHWA requirements for public interest findings regarding public agencies in competition with the private sector can be found on page 80 at: [FHWA's Contract Administration Core Curriculum](#) (CACC). Further

information from Section II of the CACC can be found at: [Section II - CACC Manual - Contract Admin](#)

If a need for LPIF is identified after a project is under contract, the Construction Project Manager's Office should contact the Contract Administration Engineer for guidance.

Sample LPIF documents and the LPIF template can be found at: [LPIF Sample Documents](#) and [LPIF Template](#).

A LPIF may be needed for several reasons:

- Proprietary or sole source equipment, materials, or firms required in the contract
- Salvaging Material
- State / Agency supplied material (VMS boards, traffic signals, mandatory borrow/disposal sources are common examples)
- State / Agency supplied equipment or labor (such as using ODOT's Zipper Barrier or local agency work force completing biddable work).
- Contractor purchased equipment for State / Agency ownership (such as Architectural Treatment forms).

A few specialized areas (ITS equipment for example) may have “programmatic approval” for certain activities requiring a LPIF. In these cases a cover letter should be submitted with a copy of the “programmatic approval” attached, and the letter should confirm the approval is applicable to the project and address the other issues needed for the letter.

LPIF should be submitted to the ODOT email box [ODOT Pre-letting](#) and allow a minimum of 2 weeks for approval. Project Teams should be aware that denial of the LPIF will likely require modifications to the PS&E package, so teams are encouraged to submit requests early in the project development process.

Proprietary Items

For State or Federal funded projects, the use of a proprietary product (including sole sourcing) requires a LPIF (OAR [731-005-0480](#) and [23 CFR 635.411](#)). A LPIF is not required when three or more acceptable products are listed in the specifications.

A summary of the FHWA policy on proprietary items (with some examples of conditions under which proprietary items may be approved) can be found on page 88 at: [FHWA's Contract Administration Core Curriculum](#)

Products listed on the ODOT Qualified Products List (QPL) can be used on projects only when the QPL is referenced in the specifications. Referencing a single product, by name, even though from the QPL will require a completed and approved Letter of Public Interest Finding. The QPL is available at ODOT's [Construction Section Qualified Products](#) web site.

Salvaging Materials

Salvageable Material is defined as any permanent feature or material located along a public transportation facility being removed due to the construction of a transportation project, and being considered for retention or reuse by the Agency for maintenance activities or use on another project (i.e., traffic signals, asphalt grindings, guardrail, bridge rail, historical features, excess soil and rock, etc.)

The following guidelines shall be used before identifying the material as salvageable:

- Any permanent features or materials planned for reuse within the project shall not be considered for salvage.
- Hazardous materials shall not be considered salvageable.
- Materials installed as temporary measures to keep the facility in service shall be returned to their originator,
- Salvageable permanent features or materials remain the property of the contractor unless otherwise stated in the special provisions.
- Assurance that the cost of the operation (i.e., removal or salvage) does not exceed the value of the item(s) to be salvaged.

FHWA regulations do not allow materials being salvaged as part of a proposed construction contract to be given to anyone other than the construction contractor without having a Letter of Public Interest Finding. For more detailed information regarding salvaging items in a construction contract, see the [Technical Bulletin RD07-05\(B\)](#) “Salvaging Features and Excess Materials Associated with Transportation Projects by Contract Specification”. This bulletin applies when the Agency wants to salvage an item. Requiring the contractor to give salvaged materials to a third party is not allowed.

Approval for Salvaging Materials LPIF is done by the Region Roadway Engineering Manager when salvaged material is less than \$25,000. When the salvaged material totals more than \$25,000, the OPL Manager must approve the LPIF. For any amount, if the project is FFO, then FHWA must also approve the LPIF. For annual reporting purposes, copies of all LPIFs approved at the Region level should be submitted to OPL.

State/Agency Supplied Material

FHWA policy requires that the contractor must furnish all materials to be incorporated in the work ([23 CFR 635.407](#)), and the contractor shall be permitted to select the sources from which the materials are to be obtained. Sometimes it is advantageous for the State/Agency to supply the material – such as VMS signs, traffic signals, cable for seismic restraints, or specialty culverts. When the State/Agency will be supplying the materials, a letter of public interest finding is needed to justify the benefit versus allowing the Contractor to procure the material.

Mandatory borrow sources and disposal sites are considered State/Agency supplied materials. Making a borrow source mandatory may result in cost savings for a project, if otherwise haul distances would be considerable (typical for Eastern Oregon). Mandatory disposal sites are becoming more common with greater Environmental restrictions and risks. If the borrow source or disposal site are offered as optional, a LPIF is not required.

A summary of the FHWA policy on state/agency supplied material can be found on page 92 at: [FHWA's Contract Administration Core Curriculum](#)

State/Agency Supplied Equipment or Labor

FHWA requires private Contractors to provide all labor, materials, and equipment on Federal Aid projects. In rare cases, Federal Aid may be used for Agency supplied equipment and labor. See [Section III.A.3 Method of Construction](#) of the FHWA CACC for more information. The most common example of the rare case is an emergency situation where the road needs to be re-opened to traffic quickly.

Contractor Purchased Equipment for State Ownership

Exerpt from May 5, 1993 FHWA Memorandum "Equipment Purchases for State Construction Engineering Use":

Pursuant to 23 U.S.C. 302, SHA's must be suitably equipped to carry out the requirements of the Federal-aid highway program. When a State needs to purchase equipment to adequately meet the construction engineering requirements of a Federal-aid project, it makes no difference, relative to Federal-aid participation, whether the equipment is purchased by the State directly or through the project contractor. In either case, it is not acceptable to use Federal-aid funds to participate in the purchase of the equipment. Rather, the equipment's cost should be amortized over the equipment's useful life. Federal-aid funds will then participate only in that portion of the amortized cost attributable to the time the equipment is used on a specific Federal-aid project(s). Participation will, of course, be accounted for as a construction engineering cost.

If a project may need to purchase equipment that will be transferred to the state, contact the FHWA Area Engineer or OPL.

2.1.e Have any needed *Buy America* waivers been granted by FHWA?

The Buy America provision applies to all Federal-aid highway construction projects. It prohibits the use of foreign iron and steel products and their coatings. FHWA has a very strict interpretation. For additional information see the following web sites:

[Buy America Application to Federal-aid Highway Construction Projects](#)
[Quick Facts About 'Buy America' Requirements for Federal-aid Highway Construction](#)

ODOT websites with information on Buy America:

[ODOT Specification and Writing Style Manual](#)
[ODOT Technical Advisory RD09-03\(A\)](#)

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

<http://www.fhwa.dot.gov/construction/cquit/buywaiver.cfm>

During project development, designers, Project Leaders, and design consultants 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 that a Buy America waiver will be needed, the Project Leader should contact FHWA and begin working on developing the waiver request.

On March 13, 2008 FHWA revised the approval procedures for Buy America waiver requests and all waiver requests must now be reviewed and approved in Washington D.C. Since this new procedure has been in place, waiver requests now take between 2 and 3 months to process.

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).

2.2 DESIGN DOCUMENTATION

2.2.a Title Sheet with V-number, Federal ID#, separate drawing index, and applicable ODOT signature block?

The project name on the title sheet must match the official STIP project name. Contact your Region STIP Coordinator for the official STIP project name.

Roadway “V” Numbers – Roadway “V” numbers are established approximately 90 days before bid opening. “V” numbers are obtained from ODOT's web site at [ODOT's "V" Number Request](#). NOTE: Roadway “V” numbers are reassigned every November 1. If a “V” number is assigned to a project for any bid opening through October but the project is delayed beyond the October bid opening date, a new “V” number will be required and a new request must be made. Contact Lloyd Bledsoe (503-986-3792) at the Maps and Plans Center for questions regarding “V” numbers.

Format title sheet according to Volume 1, Chapter 4 of the CPDG and [Technical Bulletin RD09-06\(B\) “Update Signature Block on Title Sheet”](#). Include the following:

- a. Current Signature Block from the [ODOT CAD Workspace](#). OPL obtains the Chief Engineer’s signature.
- b. ODOT Federal Aid number (FA#), for Federally Funded Projects - Federal Aid numbers are assigned to a project by ODOT's Transportation Program Office. Federal Aid numbers are obtained for ODOT's web site at [Trns-port Estimator®](#).
- c. Type of Work – The Type of Work (CPDG refers to this as “Scope of Work”) is NOT the same as the Class of Work used in the Special Provisions. There are 8 major types of work (see CPDG, Vol. 1, Page 4-8): Grading, Drainage, Structures,

Paving, Signing, Illumination, Signals, and Roadside Development. Other listings can be found in the CPDG.

- d. Date – Only the month and year should be included.

2.2.b Have all required Design Exceptions been approved by the ODOT State Roadway Engineer and FHWA (when required)?

Status available on the Roadway Engineering [Design Exceptions](#) site.

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 exceptions not fully approved require a PD-02 exception letter. Typically for outstanding design exceptions, the PD-02 exception letter will only allow PS&E review to proceed, but not project advertisement.

2.2.c For 1R Projects: has the project been approved for 1R by ODOT Pavement Services Engineer and Region Roadway Manager, AND included on the 1R Project spreadsheet list?

See [Technical Bulletin TSB 09-01\(B\)](#). 1-R projects require approval by the Region Roadway Manager and the Pavement Services Unit 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 Steve Lindland prior to PS&E. More information can be found on the [ODOT Intranet site](#) (internal to ODOT only) and in the [ODOT Highway Design Manual](#) Chapter 2 (Section 2.1.1).

2.2.d Are Final Design Plans for all applicable non-bridge disciplines complete?

This item assures the Region has reviewed the plan sheets and they have followed the Region's quality control plan.

2.2.e Are Final Bridge Plans complete?

Full size (22"x34") Mylars will be scanned and archived per ODOT Bridge Section requirements (see [BDDM Section 2.1.3](#)). This item assures bridge plans have been reviewed and that they follow the procedures outlined in the [Bridge Design/Drafting Manual](#).

2.2.f Have all referenced 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 provision (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.

2.2.g Have ALL Final Signal Plans on the State Highways been signed by the State Traffic Engineer's Office?

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, and loop detector modifications.

All Traffic Signal drawings require approval of the Traffic Engineering Section. See ODOT's web at [Traffic Signal information](#) for additional details.

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

2.2.h Are all required Technical reports such as: hydraulics, pavement, geotechnical and traffic complete and available for PM and/or contractor review if needed?

The Technical reports are not complete until the POR has stamped and signed the report. The PM must have the reports easily accessible throughout the advertisement and contract phases.

2.2.i Have all required pre-construction access management deliverables under PD-03 or PD-03(A) been completed?

The purpose of [Project Delivery Operational Notice PD-03 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.

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 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

2.2.j Has the Region Project Delivery Manager or Area Manager documented the decision to waive any of the deliverables required under PD-03 or PD-03(A)?

Written documentation must be included in the project file.

2.2.k Has the Official Project Access List been approved by the TCM and the RAME as required by PD-03 and PD-03(A)?

Written documentation must be included in the project file.

2.2.l Has the Mobility Considerations Project Checklist been completed?

Available in Highway Mobility Operations Manual or online at: [Mobility Consideration Project Checklist](#). TMP required if any "Impact on Mobility" boxes marked.

2.2.m Does the Project Require a 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 TCP Engineer.

A TMP is a required deliverable on all FFO projects.

2.3 SPECIAL PROVISIONS**2.3.a Are the Final Special Provisions, including required "Boiler Plate" updates, with POR certification complete?**

All project special provisions MUST be based on the 2008 Oregon Standard Specifications for Construction and the current Boilerplate Special Provisions available at ODOT's [Specifications](#) web site.

POR Signature Sheets: Provide an Adobe Acrobat (.pdf) copy of the original signed POR Signature Sheets with the electronic special provisions submittal. The original, signed POR sheets should be kept with the provider's project file for archiving. There are two places each POR must sign on the signature sheets. The first box is for the technical portions of the specifications (sealed stamp). The second box is to confirm compliance with ODOT's exemption from DOJ that no non-standard warranties, incentive/disincentives, liquidated damages, or other legal requirements have been added to ANY special provision without first being reviewed and approved by DOJ. The Part 00100 section of the specifications should not be stamped. These are the charge of the Specifications Engineer, and are covered under the Special Provision Integrity Certification. Current tech bulletin: [TSB06-02\(B\)](#)

2.3.b Is a signed "Special Provision Integrity Certification" provided?

This includes documentation of approved non-standard fill-in-the-blank changes to Part 00100 – General Conditions or other legal changes in any other Parts (00200 – 00300). (i.e. Warranties, Incentives, Disincentives, and Liquidated Damages)

Submit the signed Special Provisions Integrity Certification with the PS&E package. [Special Provision Integrity Certification](#) template is available on ODOT's Specifications Manuals, Guides, Forms, and Publications web site.

2.3.c Is the signed “ODOT Special Provision Summary Form” provided?

Complete the form according to [Technical Bulletin TSB09-02\(B\)](#) and information provided on the [ODOT Specifications FAQ's](#) website. Submit both the electronic excel spreadsheet and the signed paper copy. The form is available from the [Specifications Forms](#) website.

2.3.d Are applicable DBE goal or MWESB Aspirational target values included?

DBE goals and MWESB Aspirational targets are included in project special provisions when required by the Office of Civil Rights. The DBE goal page in the special provisions is required even when the DBE goal is zero. The MWESB aspiration target now applies to State Funded only projects.

See the [Specification and Writing Style Manual](#) for more information.

The DBE goal and MWESB target will be sent via email from Office of Civil Rights. Submit a copy of the email with the PS&E package.

2.3.e Are applicable OJT provisions included?

The On-the-Job Training or the Reimbursable On-the-Job and Apprenticeship Training are included in project specifications when required by the Office of Civil Rights. They are applicable to State and Federally funded projects.

See the [Specification and Writing Style Manual](#) for more information.

The OJT requirements will be sent via email from Office of Civil Rights. Submit a copy of the email with the PS&E package.

2.3.f If required, has Mandatory Pre-bid been approved by Area Manager and 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 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.

Additional PS&E Deliverables when the project includes a pre-bid meeting include the approval letter from the Area Manager, proposed pre-bid meeting agenda, and a list of expected outcomes.

2.3.g Was ODOT insurance risk assessment tool utilized and the results incorporated in Section 00170.70(a)?

See the following operational notice for guidance:

[Project Delivery Leadership Team - Operational Notice PD-15](#)

For additional support contact the ODOT Risk Coordinator, Ron Bennett.

The PDWP Risk Assessment should be completed by the PL on-line at: [PDWP Risk Insurance Assessment](#) (internal ODOT only). The printed “Project Risk Assessment Summary” should accompany the PS&E submittal. This information is used to fill out the insurance amounts in Special Provision Section 00170.70(a).

2.3.h If the PDWP Risk Insurance Assessment calculated Pollution Liability Insurance, did the ODOT Risk Coordinator concur with the amount?

Concurrence from the ODOT Procurement Risk Manager is required when additional pollution liability coverage is included. This includes pollution, asbestos, and / or lead liability coverage. For questions contact Ron Bennett at (503) 986-2825.

A copy of concurrence (email) from the ODOT Risk Coordinator is required when:

- Additional pollution liability coverage is included
- The project includes a pollution risk, but no additional pollution liability coverage was required

2.4 ESTIMATE AND CONSTRUCTION SCHEDULE

2.4.a Has the Cost Estimate been completed in Trns*port Estimator?

Submit electronic files (.est and .dat) via Region/OBDP share drive, email to OPL, or data disk. Submit one paper copy of the Estimator estimate printout; two copies if project is FFO. For more information on estimating, see the [ODOT Estimating Manual](#).

OPL uploads the Estimator file into Trns*port PES to generate the bid schedule. The ODOT Highway Finance Office uses the information in PES to send FHWA request for construction funds authorization for the project.

2.4.b Have all anticipated items been approved in accordance with PD-07?

Standard items not requiring approval are asphalt/fuel/steel escalation, HMAC statistical bonus, HMAC / PCC smoothness bonus, and railroad flagging costs. Check n/a if no anticipated items. See [Operational Notice PD-07](#) for more information.

For approval requests, see templates and examples at: [Anticipated Item Request Template](#).

Anticipated Item requests should be submitted to the ODOT email box [ODOT Pre-letting](#) 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 causes significant extra effort with the Transport computer system and 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.

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.

2.4.c Has the project Construction Schedule been completed in CPM format (Microsoft Project preferred)?

Submit a legible paper copy (11"x17"), in color, of the construction schedule using the Critical Path Scheduling Methodology based on all identified types of work. For large projects and/or multi-season projects, this will likely require multiple pages.

Backup data expected to be on file for schedule review and/or validation audit. The construction schedule is required as a legal document used in developing the contract completion date. It may also be used in construction if claims associated to 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"). See 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.

2.4.d Has the fuel escalation worksheet been completed?

The Fuel Escalation worksheet needs to be completed for every project. The electronic Excel spreadsheet should be submitted with the electronic copy of the special provisions. If no items on the worksheet qualify for fuel escalation, submit the worksheet showing it was filled out.

The fuel escalation worksheet has been recently updated and can be found at http://www.oregon.gov/ODOT/HWY/SPECS/manuals_forms_etc.shtml#Forms. For assistance with the Fuel Escalation Worksheet, contact [John Riedl](#), Senior Cost Estimator.

2.4.e Has the steel escalation worksheet been completed?

For projects with qualifying steel components (most commonly bridge or traffic signal projects), the complete steel escalation worksheet needs to be submitted. Submit the

electronic Excel spreadsheet. If no items qualify, submit a copy of the steel escalation worksheet template with no items filled in. Put a title on the file “XXXXXX steel escalation worksheet” with XXXXX as the project key number.

The steel escalation worksheet can be found at http://www.oregon.gov/ODOT/HWY/SPECS/manuals_forms_etc.shtml#Forms. For assistance with the Steel Escalation Worksheet, contact [John Riedl](#), Senior Cost Estimator.

2.5 PERMITS, CLEARANCES ETC.

This section of the checklist lists some of the more common permits required in different areas and on a variety of project types throughout the state. This list is not all-inclusive, be sure to check with the Region Environmental Coordinator for other necessary permits.

2.6 CERTIFICATIONS

2.6.a Is the Right-of-Way Certification complete and signed by the Region R/W Manager?

The completed [right-of-way certification](#) signed by the Region Right-of-Way Manager must be included with the PS&E submittal. PS&E submittals without a right-of-way certification will not be accepted and the project will be delayed.

Hold-outs in Box 4 also require a Letter of Public Interest Finding completed and approved by the Area Manager (see [ODOT ROW Manual](#), Section 3.685). Hold-outs marked in Box 4 of the right-of-way certification do not require a PD-02 exception letter.

2.6.b Are ALL R/W Certification Block 4 properties (holdouts) shown on the plan sheets and listed within special provisions per the requirements of the ODOT R/W Manual?

If there are Right-of-Way hold outs marked in Box 4 of the ROW Certification, these areas must be shown on the plans and listed in Special Provision Section 00180.65. See [CPDG](#).

2.6.c Are all required Railroad Agreements and Permits complete and signed? aka "Railroad Certification." Contact ODOT Railroad Liaison for information.

2.6.d Has the conflict letter and time requirement letter been sent to all utilities and a copy sent to the State Utility Liaison?

The current ODOT Utility Liaison is Heather Howe. More information can be found at the [Utility Relocation Program Resources](#) website.

2.6.e Is the Utility Certification complete and has a copy been sent to the State Utility Liaison?

The Utility Certification form can be found at: [Utility Forms Library](#).

2.6.f Have all required Intergovernmental Agreements (IGA) been signed by all parties (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 Agreement 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](#). Corporative 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.

2.7 GENERAL**2.7.a Is any required Personal Services Contract for construction engineering (PM) services complete and signed?**

Name, address and phone number of PM who will be administering the contract MUST be listed on the special provision description of work page. Project team should receive notification from OPO that the contract has been executed to check yes for this item.

2.7.b Are all required Personal Services Contracts for Professional-of-Record engineering construction support complete and signed?

Project team should receive notification from OPO that the contract has been executed to check yes for this item.

2.7.c Have all required scope changes been approved by the OTC?

Contact your Region STIP Coordinator to ensure that all changes have been approved.

2.7.d Is the Prevailing Wage Determination Data form completely filled out and signed?

This form is to be completed by the project team and submitted with the PS&E Package for use by the Office of Civil Rights Prevailing Wage Compliance Program Manager in determining the applicable wage schedule that will be used in the project advertisement for bids. The form can be submitted as an E-Mail with a pdf of the form sent to the ODOT Pre-Letting In Box. The form can be found at: [Prevailing Wage Determination Data form](#).

3 PS&E Deliverables

The following is a summary list of required PS&E deliverables submitted to OPL.

- Plans (mylar and paper copy of signed mylars). Two paper copies for FFO projects.
- Special Provisions (electronic and signed paper copy). Two paper copies for FFO projects.
- Signed Special Provision Integrity Certification Letter
- Project Specific Special Provisions Summary Form (.xls and signed paper copy)
- Estimate (*Trns·port Estimator*® paper copy and electronic files). Two paper copies for FFO projects.
- Fuel and Steel Escalation Worksheets (electronic and paper copy)
- Project Construction Schedule
- Signed Right of Way Certification
- Signed Final PS&E Submittal Checklist
- Signed PD-02 Exception Letter (when applicable)
- Office of Civil Rights Documentation (paper copy of email)
- Project Risk Assessment Summary
- Categorical Exclusion Closeout Document
- Transportation Management Plan (TMP) for FFO projects
- Final Special Provisions with Addenda (Post-Bid Deliverable)
- Signed Prevailing Wage Determination Data form

Plan sets required:

- Provide a complete set of black lined 11"x17" or 8 ½" x 11" (when applicable) mylar plan sheets with full size bridge mylars.
- Provide one set of 11" x 17" paper prints, including 11"x17" paper bridge drawings.
- For Full Federal Oversight (non-exempt) projects, provide two paper copies of the plans.
- Mylars with gray scale, photographs, and color are not acceptable
- Copies of ODOT/APWA Standard Drawings are not required.

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	Bridge	Full Size	Mylar			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

*ODOT Bridge Section scans the full size bridge mylar for use in the Bridge Drawing System Database and archives the originals. For more information on bridge mylars, please contact ODOT Bridge Section at (503) 986-4200.

Drafting Standards - Follow the [Contract Plans Development Guide \(CPDG\)](#), [ODOT Bridge Design & Drafting Manual](#), [ODOT Signal Design Manual](#), and [ODOT Geo-Environmental Drafting Standards](#). The newest templates from [ODOT's CAD workspace](#) must be used in developing plans.

Professional certification (POR Seal) is required on ALL plan sheets **except** ODOT/APWA Standard Drawings, Title Sheet, and Index of Drawings Sheet. See Technical Directive [TSB10-01\(D\) Documents Requiring Profession of Record Seal](#) for additional direction.

Special Provisions set required:

- One paper copy, printed without track changes showing
- For Full Federal Oversight (non-exempt) projects, provide two paper copies of the special provisions.
- Electronic copy of special provisions with track changes shown, assembled and edited according to the ODOT Specification and Writing Style Manual.
- The electronic copy is used for printing bidding and contract documents.
- POR Signature Sheets submitted.

4 Post Submittal Processes

4.1 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 (Non-Exempt) Projects:

1. On full-oversight Federal aid projects, FHWA approval of all PS&E items and Addenda is required.
2. ODOT Transportation Program Office in conjunction with FHWA determine the projects for full oversight, as outlined in the Stewardship Agreement. The PL is responsible for determining if a project is delegated (“Exempt”) or FFO and notifying OPL of the status. Contact Brenda Zuniga, ODOT Program & Funding Services at 503-986-3928 for assistance.
3. Prior to PS&E, the PL and Region TCM 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 Transport Database. OPL will deliver PS&E documents to FHWA for review on Full Federal Oversight 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, and Environmental Documentation for Non-Exempt projects.

Federal Funded Exempt Projects:

Exempt 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, Right-Of-Way Certification, Estimate, CE Minimums (Environmental) Document, and PD-02 exception letter (if applicable).

4.2 COMPLETING PD-02 ITEMS

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](#) 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 Submittal 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 holdouts provided they are properly listed and certified by the responsible manager with the delegated authority (see Right-Of-Way Certification Section).

PD-02 exception letters provide a mechanism to request authorization allowing a project to proceed to bid advertisement given 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)
- the responsible person for each outstanding item.

The following items should not be requested as incomplete items on PD-02 exception letters. If these items are not completed with the PS&E submittal package, the project should be delayed to a later bid opening:

- Signed mylar plans
- Special Provisions with all required signature pages stamped
- Signed Special Provisions Integrity Certification
- Electronic copy of Estimator file
- Project Construction Schedule
- Signed Right of Way Certification
- Final PS&E Submittal Checklist signed by Tech Center Manager
- Office of Civil Rights Documentation
- Project Risk Assessment Summary
- Categorical Exclusion Closeout Document
- Signed Prevailing Wage Determination Data form

By default, approved PD-02 exceptions letters are assumed to authorize projects to proceed to advertisement only. Projects will not be allowed to proceed to bid opening, project award, or issuance of a Notice to Proceed unless explicitly requested in the exception letter and approved by the Highway Division Administrator. Permission to proceed to bid opening and later is extremely rare and discouraged.

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 their FMIS computer system which obligates all ODOT projects with federal funds.

In all cases, the OPL QA staff has been tasked to track identified outstanding PD-02 issues by periodically querying the PL/CPM/LAL regarding the status of the resolution plan(s). The project PL/CPM/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 QA engineer, to OPO Construction Contracting directly, or both.

4.3 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 will be directed to the Construction Project Manager per Standard Specification Section 00120.15 and [the ODOT Construction Manual, Chapter 6](#).

Addenda on all FFO projects MUST be approved by a FHWA Area Engineer prior to posting on the OPO Construction website. The OPL Quality Engineer coordinates obtaining FHWA approval. Addenda cannot be published until FHWA approval has been received. The PS&E Provider should allow for a couple of days 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 Quality Engineer and/or 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.
- 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 publishing on the web.) Contacting the Quality Engineer assigned to the project ahead of time can help with timely processing. Submitting drafts of large or complex addenda letters to the project Quality 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.

Furlough and Holidays also adjust the delivery schedule. OPO and OPL are closed for all fixed furlough days and state holidays. If the addenda is due on a Friday that is a state holiday or furlough day, 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 1/2" x 11" size signed copy of the original. The original scan must be in black and white, and capable of producing clear, legible copies.
- **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 Quality 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 Quality Engineer for entry into the *Trns·port*® 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. The mylar plans are archived with the original plans.

4.4 PROVIDING FINAL 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 Quality Engineer by the close of business the day of the bid opening. This document becomes the project Contract. The footer of the special provisions must be updated to read “Contract” according to the [ODOT Specification and Writing Style Manual](#).

This final electronic copy of the special provisions is archived by OPL.

4.5 PROJECT RECORDS

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 Darlene Hobson, ODOT Records Officer (503) 986-3277.

OPL is responsible for archiving the following documents:

- Final PS&E Submittal Checklist
- Special Provision Integrity Certification
- Project Specific Special Provision Summary Form (signed form)
- 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 Special Provisions with Addenda

Appendix A: Abbreviations and Definitions

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)
CPDG	ODOT Contract Plans Development Guide
FFO	Full Federal Oversight. These are non-exempt projects that require FHWA review and approval of all PS&E documents.
FHWA	Federal Highway Administration
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.
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)
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.
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.
PL	ODOT Region Project Leader. Within this document PL is used synonymously to represent the ODOT Design Project Manager, which could be a Project Leader, Consultant Project Manager, or Local Agency Liaison.
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.
Trns•port Estimator®	Trns•port Estimator® is a proprietary software product that is used by ODOT, Consultants, and Local Agencies to prepare project estimates.

Appendix B: Available OPL Staff Resources

Pre-Letting submittals:

Greg Stellmach, P.E.
Senior Quality Engineer
Greg.F.Stellmach@odot.state.or.us
503-986-3751

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

Bid Date changes and scheduling:

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

Specifications technical support:

Dale Deatherage, P.E.
ODOT Specifications Engineer
Dale.Deatherage@odot.state.or.us
503-986-3777

Estimates and construction scheduling support:

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

Lucien Darensburg
Senior Estimator/Scheduler
Lucien.P.Darensburg@odot.state.or.us
503-986-3760

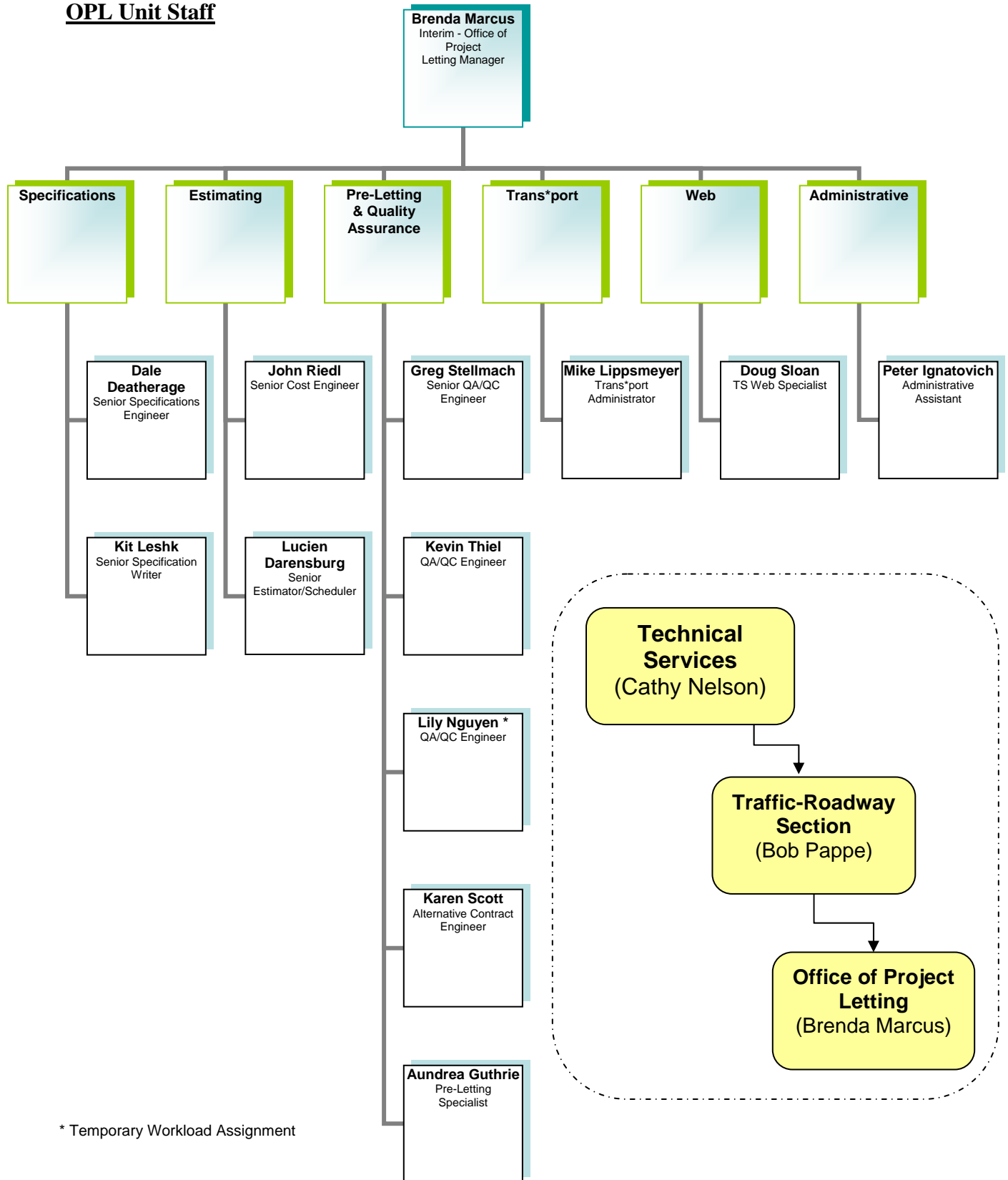
Alternative Contracting (A+C, Design Build, CMGC)

Karen Scott, P.E.
Alternative Contract Engineer
Karen.N.Scott@odot.state.or.us
503-986-4347

Policy and procedural inquiries:

Brenda Marcus, OPMA
ODOT Interim - Office of Project Letting Unit Manager
Brenda.S.Marcus@odot.state.or.us
503-986-3796

OPL Unit Staff



* Temporary Workload Assignment

Appendix C: Pre-Letting Internal Checklist

Pre-letting Checklist

General:

- _____ 1. Submittal package received.
- _____ 2. Verify that the submittal package contains the required deliverables for PS&E.
 - Paper copy of mylar plans
 - Signed mylar plans set (including signed title sheet)
 - Signed paper copy of specs with bid booklet cover sheet
 - Electronic copy of specs
 - Signed Final PS&E Submittal Checklist
 - PS&E project estimate (paper and electronic)
 - Signed PD-02 exception letter (if applicable)
 - Right of Way certification
 - Signed Special Provision Integrity Certification statement
 - Project construction schedule
 - CE Minimums (for NEPA Class 2 Projects)
 - Project Risk Assessment Summary
 - Office of Civil Rights Documentation (email format)
 - Escalation (Fuel and Steel) Worksheets
 - Project Specific Special Provision Summary Form (.xls and signed form)
 - Signed Prevailing Wage Determination Data form
- _____ 3. 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.
- _____ 4. Check the specs for asphalt escalation (Section 00195.10), fuel escalation (Section 00195.11) and steel escalation (Section 00195.12). Enter applicable information into the escalation worksheet for Norma Kearney.
- _____ 5. Upload Estimator file into PES and generate proposal. For 2008 spec book, make sure spec year in PES is "08" before loading file.
- _____ 6. Print paper and PDF copy of the project bid schedule and proposal estimate from PES. Print PDF copy of Estimator file.

- _____ 7. Scan the following documents:
 - Final PS&E Submittal Checklist
 - Right of Way Certification
 - CE Minimums
 - PD-02 Exception Letter
 - Special Provision Signature Pages
 - Project Specific Special Provision Summary Form (signed form)
 - Signed Prevailing Wage Determination Data form

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

- _____ 8. Enter the bid date, advertisement date and contract number to the Signed Prevailing Wage Determination Data form. Email the form to Mark Dostal
- _____ 9. Email the Final PS&E Submittal Checklist to Carolee Will (cc ODOT Procurement Office – Construction) email address.
- _____ 10. When project is FFO make a paper copy of the following:
 - Final PS&E Submittal Checklist
 - Right of Way Certification
 - Estimate
 - CE Minimums
 - PD-02 Exception Letter
 - Plans (if needed)
 - Special Provisions (if needed)
- _____ 11. For Full Federal Oversight (FFO Projects, mail the following documents to FHWA:
 - Transmittal Letter
 - Paper copy of plans
 - Paper copy of specs
 - Signed Final PS&E Submittal Checklist
 - Project estimate (paper)
 - Signed PD-02 exception letter (if applicable)
 - Right of Way certification
 - CE Minimums
- _____ 12. Send Transportation Program Office email notification that the PS&E submittal is complete and has been accepted.
 - Include copy of “Work to be Done” section in email.
 - If a PD-02 letter exists, give a simple single sentence summary of outstanding issues (i.e. DSL permit pending, resolution expected on mm/dd/yy)
- _____ 13. For all Federally funded projects (delegated and FFO): Email Final PS&E Submittal Checklist, ROW Cert., Estimate, PD-02 Exception Letter, and CE Minimums Form to FHWA Area Engineer, Mike Morrow, Steve Bauman and Sandra Bacon. Copy Tim Rogers on all bridge projects.

Plans:

- _____ 1. Check title sheet for signature, correct title, correct signature block, bid let month, and Federal Aid project number.
- _____ 2. Make sure all plan sheets are included and have stamps and signatures.
- _____ 3. Make sure that the Traffic Section has signed off on signal sheets. If not, obtain signatures from Traffic Section.
- _____ 4. Make sure that all Standard Drawings referenced on the project plan sheets are included on the Index of Sheets.
- _____ 5. Take a general look at plans for major mistakes or omissions.
- _____ 6. Sign signature page of Final PS&E Submittal Checklist.
- _____ 7. Deliver the following along with title sheet mylar to the OPL Manager for signatures:
 - Final PS&E Submittal Checklist
 - Right-of-Way Certification
 - PS&E Estimate
 - PD-02 Exception Letter (if Applicable)
- _____ 8. After the Chief Engineer signs the title sheet, deliver signed mylars to Maps & Plans Center for printing.

Specs and Estimate:

- _____ 1. Make sure that the title on the specs and bid booklet matches the title sheet on the plans. Make sure that the title on the plans EXACTLY matches the title in subsection 00120.05.
- _____ 2. Check completion times on “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 Lucien.
- _____ 3. Check Federal Aid Project Number (federal aid projects) in bid booklet and special provisions and make sure it matches the number listed in Trnsport. For state only funded projects it should say “State”.
- _____ 4. Make sure that the special provisions signature pages are signed and at least one Section is stamped.
- _____ 5. Check Table of Contents for Legal Requirement Sections before the “WORK TO BE DONE” page (i.e. TERO, Railroad Requirements, Equal Employment Opportunity Aspirational Targets).
- _____ 6. Verify that all required spec Sections are included (based on TOC, SPLIST, and bid items).

- _____ 7. Check the DBE / MWESB Target pages against the OCR email and verify correct information has been included.
- _____ 8. Check for edits to the 100's Sections that are not "fill in the blanks" or are not covered in DOJ compliance certification. Particularly Sections 00150, 00170, and 00180.
- _____ 9. Check 00170.65(b) for correct wage rates.
- _____ 10. Check the insurance coverages in 00170.70(a) Insurance Coverage against the coverages in the Project Risk Assessment Summary. For projects with Asbestos and Pollution Liability coverage, concurrence from Ron Bennett for any extra coverage is needed.
- _____ 11. Check 00195.10(d) for correct bid items (item listed must exactly match the bid item name). If addenda change the bid item name or type of asphalt, make sure 00195.10(d) is included in addenda.
- _____ 12. Check 00195.11(d) for correct fuel escalation items, factors, and factor units. Bid items for Tack Coat or Temporary Surfacing should not be listed for fuel escalation. If addenda changes quantities or items in the fuel escalation list, confirm with provider that the fuel escalation has been verified and 00195.11(d) updated in the addenda.
- _____ 13. Check 00195.12(d) that steel escalation items match the bid items and the cost basis is correct for the item. If addenda change the item or quantity, confirm with provider that the escalation has been verified and 00195.12(d) updated in the addenda.
- _____ 14. Check that 00220.40(e) is written correctly. Important if 00180.85(c) LDs are included.
- _____ 15. Verify that if Section 00585.75 is used on the project, the language indicates that the subsection on Manufacturer's warranty is to be deleted.
- _____ 16. Check Part 00200 – 03000 specifications for added or deleted legal requirements (such as warranties, incentives, bonuses, who accepts work, escalation, etc).
- _____ 17. Check specs for items that require LPIF (see PS&E Manual).
- _____ 18. 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.
- _____ 19. Take a general look at specs and bid items for mistakes or omissions. Check to see that any language from recent boilerplate updates has been incorporated.
- _____ 20. Send all review comments back to provider.
- _____ 21. Fill in document assembly sheet.

- _____ 22. Write advertisement.
- _____ 23. Place a copy of the final specs, document assembly sheet, bid schedule, POR signature sheets, and advertisement on the PS&E Docs share drive for retrieval by Contractor Plans.
- _____ 24. Email QC Reviewer for final check.
- _____ 25. Send Contractor Plans email notification that project documentation has been placed on the share drive.
- _____ 26. Complete Access Database Project Summary.
- _____ 27. Obtain final specs with all addenda incorporated and addenda PSSP Form by 5:00 p.m. on the bid let date. Send a copy to Contractor Plans and place a copy on the seopl share drive. Be sure to include the word "CONTRACT" in the name of this last copy.
- _____ 28. Archive electronic copy of special provisions, emails, and project records.

Appendix D: ODOT OPL Calendar and Timeframes

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	0 PS&E Due Date	1	2	3	4 Need Chief Engineer Signature By This day	5
	← OPL Request		FHWA Approval to Advertise →			
	← TPO Enters Project into FMIS					
			FHWA Review / Approval Time →			
			OPL Plan Review →			
6	7 Plans sent for scanning this day	8	9	10 Specs to Contractor Plans By This Day	11	12
	FHWA Review Time →					
	OPL Spec Review, Prepare Bid Sheets & Ad, Send to OPO →					
			Contractor Plans Compile Specs and Plans to send to DAS →			
13	14 FHWA Approval needed by this day to avoid risk to printing costs	15 Plans and Specs to DAS printer no later than this day	16	17	18 Ad Prepared this day Absolute Drop Dead for FHWA Approval	19
	FHWA Review Time →					
	Printing, Binding, Distribution, & Stocking of Plan and Spec Sets →					
20	21 Ad sent to papers this day (absolute last day to pull ad – 9am!)	22	23	24 AD OPENS		
	Printing, Binding, Distribution, & Stocking of Plan and Spec Sets →					

Appendix E: Manuals, Guides, Forms and Publications

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

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