

APPENDIX G

Plans, Specifications, and Estimates Packet Checklist

**Maryland Department of Transportation
Transportation Enhancement Program**

PLANS, SPECIFICATION, AND ESTIMATES (PS&E) CHECKLIST

Project sponsor are responsible for providing SHA a complete PS&E packet. This checklist should help to ensure that the PS&E packet is complete, and it must be included in the packet. Incomplete PS&E packet will not be processed, and can delay advertisement.

PROJECT INFORMATION

Project Name –

Project Sponsor –

State Contract Number –

Federal Contract Number –

<u>PS&E SUBMISSION</u>	Included	Not Included	Not Applicable
100% Design Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specifications Book, Contract, or Project Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer’s Estimate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Permit Form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Awareness Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final Review Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Executed Memorandum of Understanding			
Traffic Control Plan & SHA District Office Concurrence of Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities Statement or Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Federal Highway Administration Approved NEPA Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-Way Certification Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design Exception Approvals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Specific Approvals, such as Office of Bridge Development concurrence, Maryland Historical Trust concurrence, Office of Traffic and Safety, etc.			
▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Submitted by:

Project Manager

Date