

### (1) Contracting Project Support Offices

Beginning early in the design phase of a project, the designer will need to contact various support offices within and outside the region seeking input for the design of the project. Which support office needs to be contacted can depend on the type of program the project is being improved under; for example, I1, P1, P2, I2, I3, and so on.

Some of the more common support offices contacted by designers are: Region Utilities, Headquarters (HQ) Materials Laboratory, Region Traffic, Region Environmental, Region Hydraulics, HQ Geotechnical, HQ Bridge, Region Plans Office, Region Right of Way, Region Local Programs, and Region Soils Engineer.

Memorandums are the usual means by which a designer requests information from and/or exchanges information with a support office. Following is information a memorandum should include, if known:

- Originating memorandum from Project Engineer's Office
- State Route
- Project Title
- Project MP
- PIN No. and/or WIN No.
- Location No.
- Project Description: a paragraph or two on what the project improvements are
- Whether federal funds are involved in the project
- Program
- What is being requested by memorandum: a paragraph or two on what is needed by the design team and a time duration to receive information
- Ad date
- Contact person
- Attachments: Vicinity Map and/or other information that may be of help to the support office in understanding the request

**Designers should contact their Region Plans Office for examples of memorandums, if needed.**

### (2) PS&E Review Period

After the Plans, Specifications, and Estimate (PS&E) documents have been compiled by the designer, the PS&E is sent to the Region Plans Office for review. The review period is known as "Status" and is normally ten weeks in duration before Ad. Many Region Plans Offices have Ad & Award Guide Manuals that detail what information needs to be in the memorandum transmitting the PS&E for the Status period of review.

**Designers should contact their Region Plans Office early in the PS&E phase of a project for guidance on transmitting PS&E documents for the Status period.**

