|  |  |
| --- | --- |
| Region | Project Name |
| SR, I, US | MP Limits | L Number | Contract Number | PS&E Number | PIN Number | Federal Aid Number |
| Reviewers |
|  **REVIEW ITEMS****A. GENERAL** | **Yes No(1) N/A** | **REMARKS** |
| 1. Does PS&E title substantially agree with project title in Capital Projects Reporting System (CIPP) so PS&E can readily be identified by its title in the program, and is title identical throughout the contract documents? Is Construction Federal Aid number consistent on all documents?  |    |  |
| 2. Are all executed agreements and permits, referenced in the project file?  |    |  |
| 3. Were all permits and agreements executed? |    |  |
| 4. Is the Headquarters OEO Office minority/training goals letter in the project file? |    |  |
| 5. Is copy of executed Work Order Authorization in the project file, and was it executed on or prior to advertisement date? |    |  |
| 6. Is paths and trails (P&T) determination documented in the project file with backup computations? Was this information turned into Headquarters Program Management? |    |  |
| 7. Is one ad copy of the plans, specifications, and all addenda in the PS&E file? |    |  |
| 8. Does project file include R/W certification? |    |  |

**PS&E Review Check List**

|  |  |  |
| --- | --- | --- |
| 9. Does project file include backup data showing how unit bid prices were determined for lump sum items, estimated items, or other bid items that have little or no historical cost data? |    |  |
| 10. Is justification to use state forces or state supplied materials documented in the project file? Is memorandum with justification and estimate approved by proper authority per Design Manual Exhibit 300-3 and Plans Preparation Manual Division 7?? |    |  |
| 11. Does state force work comply with the $60,000 limitation when state force labor is included, as governed by RCW 47.28.030 and 47.28.035? Were the guidelines of “per project” in RCW 47.28.035 followed? |    |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **REVIEW ITEMS** | **Yes No(1) N/A** | **REMARKS** |
| 12. Is there project file documentation supporting use of and rates for incentive pay and does file document that Headquarters Construction Office was consulted prior to establishing rates? |    |  |
| 13. Is the project file documentation supporting use of and rates for nonstandard liquidated damages, and does file document that Headquarters Transportation Data Office and Construction Office was consulted prior to establishing rates? |    |  |
| 14. Does addenda format and plan(s) comply with addendum preparation guidelines per the Plans Preparation Manual Appendix 5? |    |  |
| 15. Are addenda changes clearly identified and consistent with proposal, plans, wage rate, or other attachments? |    |  |
| 16. Are addendum changes significant enough to warrant the addendum? |    |  |
| 17. Is the memorandum of justification for use of a proprietary item approved by the Region authority per the Design Manual Exhibit 300-3 and Plans Preparation Manual 700.01(6)(c)?  |    |  |

**PS&E Review Check List**

|  |  |  |
| --- | --- | --- |
| 18. Is there documentation justifying the use of state mandatory waste sites, and/or mandatory material sources? Has this justification been approved by the Region authority per the Design Manual Exhibit 300-3, and the Plans Preparation Manual 700.03(1)? |    |  |
| **Additional general review comments (use attachments if additional space is necessary):** |

|  |  |  |
| --- | --- | --- |
|  **REVIEW ITEMS****B. PLANS** | **Yes No(1) N/A** | **REMARKS** |
| 1. Are the plans clear, readable, and of good quality? |    |  |
| 2. Are the applicable plans and the special provisions properly prepared with a signed and dated seal per the Plans Preparation Manual 420.01 & 450.01? |    |  |
| 3. Are landscape, bridge or structure, and consultant plans signed, dated and sealed as applicable per the Plans Preparation Manual 450.01? |    |  |
| 4. Are the wells and test borings locations shown on the plans?Have the wells (piezometers) been decommissioned? If not, does the contract include decommissioning items and specifications? (refer to chapter 3 of the Geotech Design Manual and coordinate with HQ Geotechnical Office) |    |  |
| 5. Are construction easements shown on the Plans? Are the stations and distances from centerline shown as required? |    |  |
| **Reviewer’s additional plan review items follow (use attachments if additional space is necessary):** |
|  **REVIEW ITEMS****C. CONTRACT PROVISIONS** | **Yes No(1) N/A** | **REMARKS** |

**PS&E Review Check List**

|  |  |  |
| --- | --- | --- |
| 1. Does the estimate include the appropriate sales tax? Does the estimate have the proper engineering percentage? |    |  |
| 2. Are description of work and material requirements addressed adequately to ensure proper construction of all work with nonstandard pay items? |    |  |
| 3. Are there proper measurement and payment statements for all nonstandard items, and do they agree with the Proposal? |    |  |
| 4. Is lump sum payment only used where extent of work is not likely to change, and can bidder determine the amount of work involved with these items? |    |  |
| 5. Do the special provisions contain the correct DBE/MWBE training goals? |    |  |
| 6. Is Log of Test Boring provided for projects involving construction of bridges and other structures? |    |  |
| 7. Are “Required Contract Provisions Federal Aid Construction Contract” provisions included for federally funded projects? |    |  |
| 8. Federal and/or state prevailing minimum hourly wage rates included? |    |  |
| 9. Are Railroad Protective Liability forms included for projects requiring railroad insurance?  |    |  |
| 10. If project includes alternate bids, does proposal provide for a base bid total and totals for each bid alternate, and do the special provisions state what award is to be based on? |    |  |
| 11. Are Forest Service Provisions included for projects that require work within or adjacent to national forest reservations? |    |  |
| 12. Do the special provisions include the proper DBE/MWBE forms? |    |  |
| 13. Is there a copy of Non-Collusion Affidavit and Certification for federal aid Contracts page in over $100,000 for Federally Funded Projects?  |    |  |
| 14. Is there a copy of proposal signature page and Subcontractor List page? |    |  |

**PS&E Review Check List**

|  |  |  |
| --- | --- | --- |
| **REVIEW ITEMS** | **Yes No(1) N/A** | **REMARKS** |
| 15. Is a copy of the geotech report available for the bidders to purchase? |    |  |
| **Reviewer’s additional contract provisions review items follow (use attachments if additional space is necessary):** |
|  **REVIEW ITEMS****D. ESTIMATE** | **Yes No(1) N/A** | **REMARKS** |
| 1. Is the final copy of the engineer’s estimate in the file? |    |  |
| 2. Does the estimate have proper improvement code and other pertinent data? Does the estimate note when it is a federal aid project? |    |  |

**PS&E Review Check List**

|  |  |  |
| --- | --- | --- |
| 3. Has the Lump Sum Breakdown for Superstructure and/or Lump Sum Breakdown for Roadway Deck been placed in EBASE and forwarded to Headquarters Project Development Branch? (This applies only to federal aid projects over $500,000. This dollar amount is the sum of the work done contractor amount and sales tax. It is used to prepare the quarterly federal FHWA-45 form report)) |    |  |
| **Reviewer’s additional contract provisions review items follow (use attachments if additional space is necessary):** |