

Local Public Agency Administration's (LPAA) Office PS&E Checklist

File No.: _____ Pin No.: _____ Contract No.: _____

County: _____ Local Public Agency: _____

Participation Agreement Date: _____ Let Date: _____

Project Description: _____

Checklist Completion Date: _____ LPAA Engineer: _____

Upon satisfactory completion of this checklist, have the following items been done? (initial)

- _____ E-mail sent to the RPG Leader notifying him/her of PS&E approval
- _____ Project added to the Operations Full-Oversight tracking list (Only applicable if project meets all criteria)

PLANS	Yes	No	N/A	Comments
Have all roadway plans been reviewed and comments been adequately resolved?				
Have all bridge plans been reviewed and comments been adequately resolved?				
Have all pavement items (rehab, resurfacing, design, etc.) been reviewed by the Division Pavement and Materials Engineer and comments been resolved?				
Have a Value Engineering Study been conducted? (Road > \$25M, Bridge > \$20M)				
Do quantities appear adequate for the work involved?				
Has State Utility Engineer reviewed the utility agreement?				
Have all Railroad agreements been coordinated and resolved?				
Are ADA and ped/bike requirements met?				
Has District personnel reviewed the plans?				
Has Traffic Engineering reviewed the plans?				
Are the plans clear, readable, of good quality and adequate to show the complexity of work?				
Are the plans signed and sealed by a SC PE?				

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SPECIFICATIONS	Yes	No	N/A	Comments
Are all Federal provisions incorporated into the proposal? (1273, DBE, OJT, Cross-Slope Verification, collusion, wage rate info, etc.)				
Is there any proprietary product use? If so, is FHWA approval on file?				
Are lane closure allowances in line with the current guidance? (http://www.dot.state.sc.us/TrafEng/sitemap.html)				
Has contract time been reviewed and found to be reasonable?				
Do the Specifications and Special Provisions sufficiently and accurately explain how the project is to be constructed?				
Are DBE and OJT goals reasonable? Has the Road Construction Engineer reviewed the DBE Goal?				
Is DBE Goal documented in the specifications?				
Does language specify that the contract will be awarded based on the lowest responsive bidder?				
Are there any liquidated damages or incentive clauses? If so, note in comments.				
ESTIMATE	Yes	No	N/A	Comments
Are bid sheets consistent with plan items and quantities?				
Are non-participating items separated in the estimate?				
NECESSARY APPROVED DOCUMENTS BEFORE GRANTING PS&E APPROVAL WITH NOTICE TO PROCEED	Yes	No	N/A	Comments
Construction Funding Approval (FMIS & PR-2)				
Environmental Document				
Encroachment Permit				
Right-of-Way Certification				
Sample SCBO Ad Reviewed				