



PS&E Checklist for Centrally LET Projects

Project TIP: HL-0003
 Division/County: 13/Buncombe
 Project Description: US 19/23 BUSINESS
 (HAYWOOD ROAD),UPGRADE ROADWAY
 (INCLUDING RESURFACING AND PEDSTRIAN
 IMPROVEMENTS)FROM US 19/23/74 (PATTON
 AVENUE) TO RIDGELAWN ROAD.
 NCDOT PM: Brendan Merithew

PS&E Date: 7/9/2024
 Let Date: 10/15/2024
 Firm: N/A
 Firm PM: N/A

This is a tool for the NCDOT & PEF project managers to use as a living document to track and ensure complete PS&E packages are submitted in the Let Preparation → Final Plans Library on SharePoint by the PS&E date. All documents listed below are expected to be turned in 2-4 weeks before the PS&E date to allow the Project Manager time to do a QA review and follow up as needed. A copy of this checklist should be placed in the Roadway Supporting Documents Docu-set.

Key Documents:

The following files should be denoted as a Key Document (file metadata labeled as key document). Completed means deliverable is uploaded in SharePoint and denoted as a key document.

	Completed	N/A	Status/Comments
Agreements			
➤ Utility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ Rail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ Municipality	<input type="checkbox"/>	<input type="checkbox"/>	See note, page 5
➤ Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Certifications (see 1.25.21 Memo – internal link)			
➤ Utility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	https://connect.ncdot.gov/site/preconstruction/division/div13/HL-0003/Utilities/HL-0003(Utility_Cert).doc.pdf
➤ Rail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	https://connect.ncdot.gov/site/preconstruction/division/div13/HL-0003/Rail/HL-0003%20Railroad%20Certification%20Form.pdf
➤ ROW (or ROW Field Cert. Form)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	https://connect.ncdot.gov/site/preconstruction/division/div13/HL-0003/Right%20of%20Way/HL-0003_ROW%20cert.pdf
➤ Other	<input type="checkbox"/>	<input type="checkbox"/>	
Regulatory Approvals			
➤ 404 Permit (Corps of Engineers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ 401 Certification (Div of Water Res.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ Buffer Authorization (DWR)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ CAMA Permit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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(Div of Coastal Mgmt.)			
➤ Section 7 End. Species Consultation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ 106 Consultations (Cultural Resources)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ FERC Conveyance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ US Coast Guard Bridge	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ CCPCUA (Central Coastal Plain Capacity Use Area)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ NFIP/CLOMR or SFC – one for each crossing (FEMA).	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ DEQ Water Permit (From Municipality)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ DEQ Sewer Permit (From Municipality)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
➤ Other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Signed Environmental Document	<input checked="" type="checkbox"/>	<input type="checkbox"/>	https://connect.ncdot.gov/site/preconstruction/division/div13/HL-0003/Natural%20Environment/2019%20NCDOT-FHWA%20CE%20Template%20for%20Type%20I-C%20Projects.pdf
NEPA/SEPA Consultation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Design exceptions documented and approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Traffic Forecast	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



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Final Plan Sets: The following approved project plans, special provisions are uploaded to the Let Preparation → Final Plans Library. Denote whether quantities are entered into the PIQ tool **or** AWP (in-house plan development).

N/A	Plan Set Type	Accepting DOT SME*	Date Accepted	Plans	Special Provision	Quantities**	
						PIQ	AWP
<input type="checkbox"/>	100 Roadway Plans	Chase Carver	6/24/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	150 Right of Way			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	200 Transportation Management Plans	Zachary Clark	12/4/23	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	210 Pavement Marking Plans	Kelvin Jordan	5/2/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	220 Electrical Plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	230 Erosion Control	Evan Wells	6/11/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	240 Reforestation Plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	250 Signing Plans	Kelvin Jordan	5/2/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	260 Signal Plans	Nick Zinser	2/20/24	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	270 ITS Plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	280 Utility Construction			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	290 Utilities by Others			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	300 Cross Section Plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	400 Structure Plans – Bridges***			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	410 Structure Plans – Culverts***			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	420 Structure Plans – Walls***			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	500 Roadway Subsurface Plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	510 Structure Subsurface Plans			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	520 Geoenvironmental			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Other			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Subject Matter Expert – list name

**Quantities should be entered into PIQ or AWP, not both for the same plan set. (ie – Utilities may be in PIQ and ITS may be in AWP, but Utilities should not be in PIQ and AWP).

***Submitted to Structure Management Unit (SMU)



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Correspondence Docu-set Documents: The following files have been uploaded to the Let Preparation → Final Plans Library → Correspondence Docu-set.

	Completed	N/A	Status
Approved Design Criteria	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Field Inspection (or CFI) Minutes & Questions*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Combine Field Inspection (CFI) Minutes, Questions*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Pre-Let Field Inspection (PLFI) Minutes, Questions*	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Final Pavement Design Recommendation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Bridge Foundation Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Geotechnical Recommendations: Planning, Roadway, Structures, & Pavement (if available)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Shoring Recommendations including letters, SP's, details, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

*Select N/A if not held

Roadway Supporting Documents: The following files have been uploaded to the Let Preparation → Final Plans Library → Roadway Supporting Documents Docu-set:

	Completed	N/A	Status
Calculation of Quantities Package (PDF)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cost Base Estimate Quantity Breakdown Sheet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Force Account Estimates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Earthwork Log Files, Computation, and Balance Card (separate files, PDF)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Supporting Doc. added to 1A Roadway Sheet			
➤ Index Sheet (.doc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ List of Roadway Standards (.xls)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
➤ General Notes (.xls)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
200 Series R/W items/Memo (building removal)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Checklist for Coordination of Roadway and Structure Plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Review List for Final Construction Plans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Final Estimate – Quantities Only (Excel or PDF)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
This PS&E Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Intermediate Contract Time (ICT's): The following files have been uploaded to the Let Preparation → Special Provisions → ICT Topic. Please note if an ICT is used to denote the completion of a stage of construction, then quantities need to be broken out and provided for each stage.

	Completed	N/A	Status
ICTs to accompany Transp. Mgmt. Plans (.doc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ICTs to accompany Signal Plans (.doc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ICTs to accompany ITS Plans (.doc)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	



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Additional Information and Items Entered in Other Tools

The following items are completed in other tools or additional information needed.

	Completed	N/A	Status
Project Commitments – updated in Preconstruction Commitment Dashboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	Yes	No	Status
Are there Force Account Signing Items on project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Incomplete Items at PS&E Turn In:

All items in this checklist are expected to be turned in on the PS&E date. However, if items are not available, the information provided below will be used to inform PS&E on what is not available at the time of submittal and when they can expect it. This will also help inform if project schedule modifications are required.

Incomplete PS&E Deliverable	Action to take place	Responsible Party	Anticipated date of Completion
Agreements with City of Asheville	Awaiting signature	City of Asheville	7/12/24

Additional Comments/Notes: Asheville City Council has approved expenditures for reimbursable portion of agreement. City of Asheville expenditures are reflected in PIQ as NPAR.