Plans, Specifications and Estimate (PS&E) Checklist

Project sponsors are responsible for providing MDOT SHA a complete PS&E package. This checklist should help to ensure that the PS&E package is complete, and **it must be included in the package.** An incomplete PS&E package will not be processes and can delay advertisement.

Project Information

Project Name _____

Project Sponsor _____

State Contract No. _____

Federal Contract No. _____

Sponsor Information

Name _____

Address _____

_____

Phone No. _____

Email _____

Included	Not Included	Not Applicable	PS&E Submission
☐	☐	☐	Signed Title Sheet
☐	☐	☐	100-percent Design Plans
☐	☐	☐	Specifications Book, Invitation for Bid, or Project Manual *(includes most recent SHA Table of Contents)*
☐	☐	☐	Engineer's Estimate
☐	☐	☐	Environmental Permit Checklist
☐	☐	☐	Federal Highway Administration Approved NEPA Documentation *(NEPA Re-eval if needed)*
☐	☐	☐	Right-of-Way Certification Letter
☐	☐	☐	Executed Memorandum of Understanding/Supplemental Agreement
☐	☐	☐	Traffic Control Plan & MDOT SHA District Office Concurrence of Traffic Control Plan
☐	☐	☐	Utilities Coordination Certification
☐	☐	☐	Utilities Statement Concurrence or Plan
☐	☐	☐	Final Review Report
☐	☐	☐	Railroad Statement
☐	☐	☐	Design Exception Approvals *(ADA/Bicycle Waivers)*
☐	☐	☐	OOS Concurrence of Structural Design

Included	Not Included	Not Applicable	PS&E Submission
☐	☐	☐	Project-Specific Approvals and Permits, such as Office of Bridge Development concurrence, Maryland Historical Trust concurrence, etc. Coordinate with TAP staff to verify all approvals and permits.

Submitted by:

_____ _____

Subrecipient Project Manager Date