

PS&E Assembly Checklist

Each PS&E Assembly set will include the following:

- ___ This checklist (signed by the LPA Project Director or Chief LPA Official and Professional).

- ___ One (1) copy of the letter of transmittal signed by the **Chief Official** of the **LPA** (Mayor, President Board of Supervisors, or Agency Head). The PS&E Assembly transmittal letter must include the following:
 - a) A request by the **LPA** for authorization of the construction phase of the project and authority to advertise for bids.
 - b) The name and contact information of the **LPA Project Director**, designated by the Chief **LPA** Official.
 - c) The name and contact information of the **LPA Project Manager**, designated by the Chief **LPA** Official.
 - d) A qualified Registered Professional Engineer/Architect must be assigned as the **Project Engineer/Architect** during the construction phase. The name of the assigned **Project Engineer/Architect** must be submitted in the PS&E Assembly transmittal letter, unless the **Project Engineer/Architect** is to be a consultant, in which case the **LPA** shall request authority to advertise for CE&I services. However, if the **Project Engineer/Architect** is to be the same as the design **professional**, and that design contract was previously concurred in by **MDOT**, then 3 copies of an unexecuted CE&I contract (signed only by the consultant) shall be submitted for approval.
 - e) Three (3) unexecuted CE&I contracts (signed only by the consultant) shall be submitted for approval. The **LPA** must submit three (3) copies of the unexecuted CE&I contract with the PS&E Assembly, but grouped separately.

- ___ One (1) copy of the **MDOT** approved project funding worksheet (LPA-100), LPA-700, and/or LPA-800.

- ___ One (1) set of the project plans. The title sheet and detailed index sheet must be signed and stamped by the LPA's professional as well as bridge design sheets if they are included. The **MDOT** Project Number and County in which the project will be constructed will be printed on every sheet of the plans.

- ___ One (1) copy of the specifications/proposal document, with the cover sheet signed and stamped by the **LPA's professional**. Preparation of the specifications/proposal document is discussed in Section 5.3.

- ___ One (1) copy of the **LPA professional's** [Design Statement](#) stating that the project plans conform to the appropriate design criteria and specifications.

- ___ One (1) stamped copy of the **LPA's** construction cost estimate, including an estimate of the construction engineering and inspection costs, testing costs, and construction contingencies (these may be approximated at 5% each if unknown at this time). This estimate shall be prepared within the last three (3) months of the date of the PS&E Assembly transmittal letter.

- ___ If the **LPA** plans to utilize Special Match Credit for the project (TE projects only), one (1) copy of the completed [Statement of Expenditure for Special Match Credit](#), signed by the Chief **LPA** Official, is required. Costs will be actual. A Special Match Credit request must accompany the PS&E package along with all supporting backup documentation for **MDOT** review. If allowed, Special Match Credit will be authorized at the same time as project authorization by FHWA. Special Match Credit cannot be requested after a project has been authorized. Costs of the **professional's** services during the receiving, checking, and certifying of bids cannot be included.

- ___ If any part of the project or construction activity will encroach on **MDOT** right-of-way, one (1) copy of the approved [MDOT Right-of-Way Encroachment Permit](#) for those activities, including advanced work zone traffic control devices, which will encroach on **MDOT** right-of-way.

- ___ One (1) copy of a [Termite Certification](#) if the project involves building restoration.

- ___ One copy of the **APPROVED** sampling and testing proposal.

- ___ One (1) copy of the **MDOT** certification of the testing lab and technicians selected for sampling/testing of materials on the project.

- ___ If Federal-aid funding of **MDOT** sampling/testing during construction is desired, and if the **MDOT** District Lab has agreed in writing to perform the sampling/testing for the project, the **LPA** shall include the following statement in the request to advertise for bids: "The (**LPA** City/County/Agency) of _____ is requesting Federal-aid participation in construction plus such construction engineering costs as needed to defray testing charges incurred through **MDOT**." The **LPA** shall also include one (1) copy of the **MDOT** District Materials Engineer's letter agreeing to perform the testing. The charges for **MDOT** sampling/testing work shall be billed directly against the project, and the **LPA** shall be responsible for any matching funds.

- ___ One (1) copy of the FHWA-approved environmental document if less than three years have elapsed since approval of the environmental document by the FHWA and no significant environmental changes have occurred.
or
- ___ One (1) copy of the original FHWA-approved environmental document and one (1) copy of the environmental re-evaluation if more than three years have elapsed between FHWA approval of the original environmental document and the next federal action.

- ___ For projects not within an Urbanized Area (UZA), and the **LPA's** Cost Estimate for construction and construction engineering & inspection cost exceeds the approved funds for the project, the **LPA** shall submit a letter detailing how it plans to provide the additional funding requirements over and above the required local share for the federal funds apportioned to the project. (If no additional funding is required this letter must still be submitted stating that fact).

- ___ If the project lies within an Urbanized Area (UZA) and will utilize funds apportioned to the MPO, one (1) copy of a letter from the MPO confirming that MPO federal funds have been allocated to cover both the **LPA's** Cost Estimate for construction and construction engineering & inspection cost must be included with the PS&E Assembly. The MPO shall review the approved TIP funding authorization compared to the **LPA's** Cost Estimate. If the required federal funds exceed the approved funds, the MPO will take one of the following actions: (this letter must tell which of the

following actions will be taken).

- a) If sufficient Federal funds are available to the MPO, the MPO may allow funding to cover the increased cost. The **LPA** shall obtain concurrence from the MPO and provide evidence of this agreement to the **MDOT** District LPA Coordinator, or
- b) The MPO may not reallocate funding to cover the additional cost and require the **LPA** to provide local funds (additional **LPA** share) for the amount in excess of the approved Federal funds.

____ One (1) copy of any applicable permits (Stormwater, 404, FAA, etc.).

LPA Official

Project Engineer