

# Leading Idaho Local Bridge Program

## PS&E Checklist

|                               |  |
|-------------------------------|--|
| Bridge Key Number(s)          |  |
| Design Agreement Number       |  |
| Firm Name                     |  |
| Prepared By (Project Manager) |  |
| Date                          |  |
| Local Highway Jurisdiction(s) |  |

### GENERAL

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|  | Deliverables submittal contains stamped construction plans(.pdf), project description (.doc), construction schedule to justify contract working days (.pdf), Engineer's Construction Cost Estimate (.pdf), Bid Schedule (.xls), Specifications/Special Provisions (.doc & .pdf), and RE File (file types as needed).   |
|  | Bid Schedule has contingency items pre-filled with quantity, \$1 unit price, and overall price so contingency amounts are set for bidders. Bid Schedule is pre-formatted for pdf printing to 8.5"x11" paper size. Project name and bridge number are included on Bid Schedule. If multiple bridges are bundled into one bid package, there is a standalone summary page showing price each bridge. |
|  | Project description contains summary of work and detailed location information.  |
|  | Bridge Key Number identifier is included on all deliverables. File names start with Bridge Key Number.   |
|  | Final Design Review comments have been addressed and response has been provided. Pdf response to comment in plan review document is acceptable. Transcribed excel or word doc is not required if pdf comment tracking is clear.  |
|  | Submittal includes LILB QA Form.   |
|  | RE file complete.  |

### PROJECT CLEARANCES

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|  | Irrigation District or Canal Company permit. If no formal encroachment permit available, written documentation of correspondence and communication provided in RE file.  |
|  | USACE Reporting or Non-reporting Nationwide Permit. E-mail confirmation from USACE of non-reporting status provided in RE file.  |
|  | IDWR Stream Alteration Permit.   |
|  | All utilities have been notified of project.   |
|  | Utility relocations identify project or owner expense; Utility hearing waiver obtained; Utility Agreement executed; Plan is in place between consultant and LHJ for issuing utility relocation board orders if relocation by others prior to project construction. |
|  | All temporary and permanent easements shown on the plans and verified in ROW/PUA agreements.   |
|  | If work is adjacent to ITD ROW or any work is required in ITD ROW; ITD has reviewed plans and provided comment. Draft ITD 2109 Right-of-Way encroachment Application and Permit provided in Special Provisions.  |
|  | Property use agreements/ROW agreements are complete with negotiation notes and attachments in RE file.   |

**PROPOSAL/SPECIAL PROVISIONS**

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|  | Applicable Contractor Notes, LHTAC specific notes, and LHTAC Environmental SPs are included.  |
|  | Applicable supplemental special provisions included. All SP's include an acceptance method.   |
|  | Materials testing/certifications modifications are included. Modifications direct type and frequency of materials testing and assigns responsibility of materials testing to contractor. (Contractor to provide testing)  |
|  | Material Test Reports (MTRs) are included as attachments.   |
|  | Completion Time matches the time determination calculation.   |
|  | If bundled with multiple bridges or work stoppages are anticipated, intermediate milestones within contract time are listed.  |
|  | Liquidated Amount matches the schedule.   |
|  | Copies of environmental permits or permit conditions are included.  |
|  | Blank PPP or SWPPP Template is included as attachment.  |
|  | Seeding requirements and seeding windows specified. Small quantity seeding note insert for quantities less than 0.25 acres. Standard seeding note inserts and specified seed mix requirements for quantities over 0.25 acres. LHTAC was contacted if questions over which seeding notes are required. |
|  | Stipulations of property use agreements and easements are described.  |
|  | Utility contact information and utility coordination note is provided.  |
|  | Lead based paints not allowed note provided.  |
|  | Proprietary items approved and have "or equals" statement.  |
|  | Verify work window allows all work to be completed based on temperature or environmental commitments (paving, seeding, clearing & grubbing, tree removal, etc).   |
|  | Verify start work window is as wide as it can be to result in overall window that meets project needs.  |
|  | Construction sequencing, phasing, and bundling is identified if companioned with multiple bridges. LHI owner has reviewed and approved work sequencing and proposed traffic control.  |
|  | LHI owner and LHTAC have reviewed ESC and permanent stabilization measures. When canal, LHTAC's preferred permanent stabilization is use rock and mechanical stabilization and keep revegetation to minimum required.   |
|  | Pavement smoothness requirements are noted based on speed roadway speed limit.  |
|  | All permits are noted.  |
|  | If work is planned during Dec, Jan, or Feb, working days modification note to standard specifications is included.  |
|  | SP for Miscellaneous Work included paid for by Contingency Amount. (\$5k to \$10k)  |

**CONSTRUCTION PLANS**

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|  | Completeness of plan sheets verified including FDR comments and resolutions.         |
|  | Sheets signed by Engineer.   |
|  | Relevant ITD standard drawings extracted and included with plan set pdf.             |
|  | Estimating basis provided and corresponds to Geotechnical Report or Local Standards. |
|  | Do pile lengths exceed depth of soil investigation?                                  |
|  | Pre-boring item included if appropriate.   |
|  | Bridge deck plant mix overlays include concrete waterproofing system.                |
|  | ROW and all existing survey monuments shown on the plans.                            |

**COST ESTIMATE**

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|  | Engineer's Construction Cost Estimate is consistent format with other Cost Estimate deliverables within consultant bundle.   |
|  | Item numbers and nomenclature match ITD specs and Special Provisions.  |
|  | Estimate item quantities matches plan sheets.  |
|  | ESC and permanent stabilization measures are included.   |
|  | Cost Estimate includes cost of contract items only. ROW and Utility Agreement Cost Estimates to be provided separately, if applicable.   |
|  | Non-bid items provided in cost estimate if not removed from contract via Contractor Notes.   |
|  | Non-bid item Fuel price adjustment provided if earthwork required and not removed from contract via Contractor Notes.  |
|  | Non-bid item - Does project have an item for 502 Concrete-schedule No. 2? Add an item for Surface Resistivity in the amount of \$5/CY, if not removed from contract via contractor note. |
|  | Non-bid item - Does the project have pile driving items? Add an item for Pile cutoff of \$5,000, if not removed from contract via contractor note.                                       |

**RE FILE**

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|  | Utility Agreements, Utility Hearing Waivers, Utility correspondence log, Copies of all plan set transmittals to utilities.  |
|  | Utility Board Orders. Plan for issuing utility board orders to allow for construction at a minimum.   |
|  | Bidding reference documents are identified and provided in zip file. (Geotechnical Report, Hydraulics Report, Utility Agreements, Property Use Agreements, Easements, etc.) |
|  | Quantity estimate calculations with QC check.   |
|  | Cost Estimate includes cost of contract items only. If required, ROW and Utility Agreement Cost Estimates to be provided separately.  |
|  | CAD Files provided (Proposed, Existing, & ROW; 2D & 3D).  |
|  | Geotechnical Report.  |
|  | Hydraulics Report.  |
|  | Preliminary Design Report.  |
|  | Right of Way agreements.  |
|  | Contacts list including project contacts, sponsors, utilities, irrigation districts, and property owners.   |
|  | Miscellaneous Agreements.   |
|  | Project photos.   |
|  | Public involvement summary and stakeholder communication documented.  |
|  | Environmental permits and environmental permitting correspondence.  |

\* Insert N/A if an item is not applicable

\*\* PSE checklist is not all inclusive of all necessary project items. Consultant responsible for all aspects of project delivery.