

## FINAL PS&E SUBMITTAL REQUIRED DOCUMENTS – CHECKLIST

Key No:	
ITD Project No:	
Project Name:	
Date:	
ITD District No:	
Reviewed By:	

**REQUIRED DOCUMENTS** (These files must be placed in a Final PS&E Submittal Folder in ProjectWise)

- Roadway Plans (Stamped)
- Bridge Plans, if Applicable
- Bridge PS&E Approval Letter from Scott, if Applicable
- Right-of-Way Plans (If Not in Final Roadway Plans) (Do not include title sheet or duplicate pages)
- Utility Plans (If Not in Final Roadway Plans) (Do not include Title sheet or duplicate pages)
- Special Provisions in Word Format Only
- Project Engineering Estimate
- Estimated Construction Duration Schedule
- Stormwater Pollution Prevention Plan (SWPPP) Narrative in Word Format OR
- Pollution Prevention Plan (PPP) Narrative in Word Format
- ITD PS&E Submittal Checklist
- Non-Bid Item Worksheet (Excel)
- List of Required ITD Standard Drawings
- Resident Engineer (RE) File & Resident Engineer (RE) Checklist
- Draft MTR (Materials Testing Requirements) document

**ADDITIONAL CONFIRMATION REQUIREMENT**

- Confirm all Permits and Agreements are in ProjectWise

**ADDITIONAL INFORMATION – NEEDED FOR OBLIGATION OF CONSTRUCTION FUNDING**

- Completion of LHTAC Estimate Review Process
- Executed State and Local Construction Agreement with Final Estimate
- Environmental Approval OR Environmental Re-Eval (No older than 6 Months)
- ITD ROW Certification for Headquarters

**THE PS&E SUBMITTAL WILL NOT BE CONSIDERED COMPLETE WITHOUT THE APPROPRIATE DOCUMENTS AND CONFIRMATION INCLUDED.**

<b>LHTAC Agreement Administrator Confirmed</b>
By signing below, I am certifying that the above items have been completed and are included
Signature
Title