#### **Pre-PS&E Review Checklist**

#### **Directions for Completing this Checklist**

- Pre-PS&E reviews are intended to be an independent final review of the contract documents ahead of advertisement.
- Pre-PS&E reviews should be performed by a staff member familiar with all aspects of design and contract administration. Originating sections typically assign the pre-PS&E review responsibility to that section's Design Resource Engineer (DRE) due to their relevant experience and expertise. Sections which do not have a Design Resource Engineer can assign this task to other qualified staff members.
- The pre-PS&E review should focus on the accuracy, consistency, and completeness of the contract documents. Subjective or preference related comments are to be kept to a minimum.
- The pre-PS&E review is to be requested by the project team once all contract documents have been sufficiently
  quality control checked and quality assurance reviewed in accordance with the process outlined in the DelDOT
  QC/QA Manual.
- This checklist can be used by the pre-PS&E reviewer to help ensure a comprehensive review of the contract documents. Checklist prompts which result in a "No" response represent an inconsistency with the contract documents which requires resolution. The review is to result in the reviewer returning pdf markups of the draft contract documents.
- The pre-PS&E reviewer is to coordinate with the project team to verify that all comments are properly addressed prior to PS&E.
- For brevity, this checklist refers to several of the draft contract documents through acronyms. Below is a list of the acronyms included in this checklist:
  - o **BPD** Bid Proposal Document,
  - AED AASHTOware Estimate Document,
  - CPS Construction Plan Set,
  - o **EE** Engineer's Estimate, and
  - o **QC** Quantity Calculations.

Project Information			
Contract Number:			
Contract Name:			
Bridge Number (if applicable):			
Name of Reviewer:			
Name of Review Requestor:			

Section I - Bid Proposal Document (BPD) Review			
Answering "No" represents a contract document inconsistency which requires resolution.		No	NA
This section of the review consists of reviewing the contract items in the BPD and the AED to ensure consistency between	een the t	two docun	nents.
Are the contract item numbers consistent between the BPD and AED?			
Are the contract item units of measure consistent between the BPD and AED?			
Are the contract item quantities consistent between the BPD and AED?			
This section of the review consists of reviewing the <b>BPD</b> to ensure breakout sheets are included where required.			
Are breakout sheets included for all items which require breakout sheets?			
Are breakout sheets included for all elements where breakout sheets are referenced in the CPS?			
This section of the review consists of reviewing the BPD and the AED to verify that all required special provisions were	e included	in the BP	D.
Are special provisions included in the <b>BPD</b> for all items in the <b>BPD</b> and <b>AED</b> that require the insertion of a special provision?			
Is the language contained in the contract special provisions consistent with the rest of the contract?			
Are the required non-pay item special provisions included in the contract? (Typically 202560, 401502, 401580, 401699, 763503 etc.)			
Are any railroad statement required special provisions included?			
This section of the review consists of reviewing any contract specific language in the BPD to the other contract docum	ents.		
Are any contract specific road user costs (RUCs) and liquidated damages (LDs) referenced in the <b>CPS</b> or other contract documents included in the <b>BPD</b> ?			
Is any contract specific entity coordination (i.e. utilities, government agencies, property owners etc.) which is required by the contract included in the <b>BPD</b> ?			
Are any contract specific insurance requirements referenced in the <b>CPS</b> or other contract documents included in the <b>BPD</b> ?			
This section of the review consists of a review of the Timing Statement in comparison to the BPD.			
Is the amount of contract calendar days and weather days consistent between the <b>BPD</b> and the Timing Statement?			
Does the BPD reflect any special language regarding timing such as partial/full NTP dates?			

Section II - Construction Plan Set (CPS Review)			
Answering "No" represents a contract document inconsistency which requires resolution.	Yes	No	NA
This section of the review consists of a general review of the CPS to ensure clarity and accuracy.			
Are the <b>CPS</b> free of spelling and grammatical errors?			
Do the <b>CPS</b> meet the Department's CADD standards?			
Are the <b>CPS</b> readable?			
This section of the review consists of a review of the Notes sheet(s) of the CPS.			
Does the Notes sheet(s) contain only relevant project notes?			
Are the included project notes free of conflict and inconsistencies with the information in the contract			
specifications (Standard Specifications and contract special provisions)?			
Are all items included in the Notes sheet(s) included in the AED?			
Are the General Notes included the most recent?			
Are the Specification year and Standard Detail year referenced in the General Notes consistent with the			
rest of the contract?			
Do the included project notes follow the approved project notes language on the DRC?			
Are all items and quantities included in the Earthwork Summary included and consistent with the <b>AED</b> ?			
This section of the review consists of a review of the Typical Section sheet(s) of the CPS.			
Are all items included in the Typical Section sheet(s) included in the AED?			
Are only items that are used in the Typical Sections shown in the Typical Section sheet(s) legend?			
Is the item usage in the Typical Section sheet(s) consistent and devoid of conflicts with the information			П
in the Notes sheet(s)?			
Is the item usage in the Typical Section sheet(s) consistent and devoid of conflict with the information in			
the Construction Plan sheet(s)?			
Is the item usage in the Typical Section sheet(s) consistent and devoid of conflict with the contract specifications (Standard Specifications and contract special provisions)?			
This section of the review consists of a review of the Construction Plan sheet(s) of the <b>CPS</b> .			
Are all items included in any Construction Plan sheet(s) notes included in the AED?			
Are all elements of proposed work included in the Construction Plan sheet(s) accounted for in the QC?			
For example, are all drainage inlets identified as "Adjust by Contractor" accounted for in the QC?			
Does the schedule information provided in the Construction Plan sheet(s) match the quantity in the <b>AED</b> ?			
Is the item usage in the Construction Plan sheet(s) consistent and devoid of conflict with the information			
in the Notes sheet(s)?			
Is the item usage in the Construction Plan sheet(s) consistent and devoid of conflict with the contract			
specifications (Standard Specifications and contract special provisions)?			
Are all Construction Plan sheet(s) notes free of conflict and inconsistencies with the information in the			
contract specifications (Standard Specifications and contract special provisions)?			
Are all Construction Plan sheet(s) notes consistent with the rest of the CPS?  This section of the review consists of a review of the Profile sheet(s) of the CPS.			
Are proposed drainage features shown on the Profile sheet(s) consistent with the Construction Plan		<u> </u>	
sheet(s)?			
Are all items included in the Profile sheet(s) included in the <b>AED</b> ?			
This section of the review consists of a review of the Grades and Geometrics sheet(s) of the CPS.			
Are all items included in the Grades and Geometrics sheet(s) included in the AED?			
This section of the review consists of a review of the Construction Detail sheet(s) of the <b>CPS</b> .			
Are all items included in the Construction Detail sheet(s) included in the <b>AED</b> ?			
Is the detail information in the Construction Detail sheet(s) consistent and devoid of conflict with the			
other CPS sheets?			
Are all Construction Detail sheet(s) notes free of conflict and inconsistencies with the information in the			
contract specifications (Standard Specifications and contract special provisions)?			
Are all Construction Detail sheet(s) notes consistent with the rest of the <b>CPS</b> ?	i 📙		

Section II - Construction Plan Set (CPS Review)			
Answering "No" represents a contract document inconsistency which requires resolution.	Yes	No	NA
This section of the review consists of a review of the Bridge Plan sheet(s) of the CPS.			
Do the Bridge Plan sheet(s) contain only relevant project notes?			
Are elevation views and structural details properly shown and detailed?			
Are all items included in the Bridge sheets included in the AED?			
This section of the review consists of a review of the Stormwater Management Plan sheet(s) of the CPS.			
Is the SWM Engineer's signature included in the signature block?			
Are all items included in the Stormwater Management Plan sheet(s) included in the AED?			
Are only relevant notes included?			
Are all Stormwater Management Plan sheet(s) notes free of conflict and inconsistencies with the			
information in the contract specifications (Standard Specifications and contract special provisions)?	Ш	Ш	Ш
Are all Stormwater Management Plan sheet(s) notes consistent with the rest of the <b>CPS</b> ?			
This section of the review consists of a review of the Environmental Compliance Plan sheet(s) of the CPS.			
Are all items included in the Environmental Compliance Plan sheet(s) included in the <b>AED</b> ?			
Are the Environmental Compliance Plan sheet(s) notes logical and enforceable?			
Are all Environmental Compliance Plan sheet(s) notes free of conflict and inconsistencies with the			
information in the contract specifications (Standard Specifications and contract special provisions)?			
Are all Environmental Compliance Plan sheet(s) notes consistent with the rest of the CPS?			
This section of the review consists of a review of the Construction Phasing, M.O.T. and Erosion Control Plan sheet(s)			
Is the proposed work constructable?			
Is the SWM Engineer's signature included in the signature block?			
Are only relevant notes included?			
Is the correct level of Erosion and Sediment Control Supervisor oversight checkbox selected?			
Are all Construction Phasing, M.O.T. and Erosion Control Plan sheet(s) notes free of conflict and			
inconsistencies with the information in the contract specifications (Standard Specifications and contract			
special provisions)?			
Are all Construction Phasing, M.O.T. and Erosion Control Plan sheet(s) notes consistent with the rest of			
the CPS?			
Does the schedule information provided in the Construction Phasing, M.O.T. and Erosion Control Plan			
sheet(s) match the quantity in the <b>AED</b> ?			
Are all items included in the Construction Phasing, M.O.T. and Erosion Control Plan sheet(s) included in the <b>AED</b> ?			
Are the quantities of items that are time duration dependent generally in-line with the Timing Statement?			
Is the item usage in the Construction Phasing, M.O.T. and Erosion Control Plan sheet(s) consistent and			
devoid of conflict with the contract specifications (Standard Specifications or contract special provisions)?			ш
This section of the review consists of a review of the Detour Plan sheet(s) of the CPS.			
Is the detour route(s) specified logical?			
Is the Detour Plan sheet(s) signed by all necessary parties?			
Are all contractor items included in the Detour Plan sheet(s) included in the <b>AED</b> ?			
This section of the review consists of a review of the Landscaping Plan sheet(s) of the CPS.			
Does any schedule information provided in the Landscaping Plan sheet(s) match the quantity in the AED?			
Does any schedule information provided in the Landscaping Plan sheet(s) match the quantities in any			
included breakout sheets?  Are all items included in the Landscaping Plan sheet(s) included in the AED?			
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Are all Landscaping Plan sheet(s) notes free of conflict and inconsistencies with the information in the contract specifications (Standard Specifications and contract special provisions)?			
Are all Landscaping Plan sheet(s) notes consistent with the rest of the <b>CPS</b> ?			
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Answering "No" represents a contract document inconsistency which requires resolution.  This section of the review consists of a review of the Utility Relacation Plan sheet(s) or the CPS.  Does any schedule information provided in the Lighting Plan sheet(s) match the quantity in the AED?  Does the existing system disposition included in the Lighting Plan sheet(s) match that in the Construction	Section II - Construction Plan Set (CPS Review)			
Does the existing system disposition included in the Lighting Plan sheet(s) match the quantity in the AED?  Does the existing system disposition included in the Lighting Plan sheet(s) match that in the Construction Plan sheet(s)?  Are all Lighting Plan sheet(s) notes free of conflict and inconsistencies with the information in the contract specifications (Standard Specifications and contract special provisions)?  Are all Lighting Plan sheet(s) notes consistent with the rest of the CPS?  Is the Lighting Plan sheet(s) notes consistent with the rest of the CPS?  Are all Lighting Plan sheet(s) notes consistent with the rest of the CPS?  Is the information in the Utility Relocation Plan sheet(s) included in the AED?  Is the information in the Utility Relocation Plan sheet(s) and the construction Plan sheet(s) consistent and devoid of conflict?  Is the information in the Utility Relocation Plan sheet(s) on the construction phasing shown in the Construction Phasing, M.O.T. and Erosian Control Plan sheet(s) consistent and devoid of conflict?  Are all Utility Relocation Plan sheet(s) notes consistent with the rest of the CPS?  Is the information in the Utility Relocation Plan sheet(s) consistent and devoid of conflict?  Are all Utility Relocation Plan sheet(s) notes consistent with the rest of the CPS?  This section of the review consists of a review of the Signing, Striping and Conduit Plan sheet(s) of the CPS.  Are all Itims included in the Signing, Striping and Conduit Plan sheet(s) included in the AED?  Do the quantities included in the Signing, Striping and Conduit Plan sheet(s) included in the AED?  Are all Signing, Striping and Conduit Plan sheet(s) included in the AED?  Are all Signing, Striping and Conduit Plan sheet(s) included in the AED?  Are all Signing, Striping and Conduit Plan sheet(s) included in the AED?  Are all Signing, Striping and Conduit Plan sheet(s) included in the AED?  Are all Signing, Striping and Conduit Plan sheet(s) included in the AED?  Are all Signing, Striping and Conduit Plan sheet(s)	Answering "No" represents a contract document inconsistency which requires resolution.	Yes	No	NA
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	Are contractor designated adjustments specified in the Utility Statement consistent with the <b>AED</b> ?	H		

### **Pre-PS&E Review Checklist**

Section II - Construction Plan Set (CPS Review)			
Answering "No" represents a contract document inconsistency which requires resolution.	Yes	No	NA
This section of the review consists of a review of the Traffic Statement in comparison to the CPS.			
Are the contractor items referenced in the Traffic Statement included in the <b>AED</b> ?			
Does the sign schedule included in the Signing, Striping and Conduit Plan sheet(s) match the sign schedule			
included in the Traffic Statement?			
Is the Traffic Statement consistent with the Lighting Plan sheet(s)?			
Is the Traffic Statement consistent with the Signing, Striping and Conduit Plan sheet(s)?			
Is the Traffic Statement consistent with the Sign Structures sheet(s)?			
Is the Traffic Statement consistent with the Signalization Plan sheet(s)?			
This section of the review consists of a review of the Environmental Statement in comparison to the CPS.			
Do the Environmental Compliance Plan sheet(s) notes and Environmental Statement match?			
Section III – Engineer's Estimate (EE) Review			
Answering "No" represents a contract document inconsistency which requires resolution.	Yes	No	NA
This section of the review consists of reviewing the <b>EE</b> to the other contract documents to ensure consistency.			
Are the quantity calculations included in <b>QC</b> complete and able to be followed?			
Are all items included in the QC included in the AED?			
Do the quantities included in the QC match the quantities included in the AED?			
Do the units of measure included in the QC match the units of measure included in the AED?			
Is the information in the QC (items, units of measure, and measured quantities) consistent with the			
contract specifications (Standard Specifications and contract special provisions)?			

Does the estimate information in Primavera match the **EE**?