

PS&E Form Instructions

- PS&E to be done for each WIN
- Need copy of ROW cert (if required), Utility cert, project specific Special Provision sign-off, and construction authorization (if required) submitted with the completed PS&E
- Town = All towns covered by project
- Project No. = Federal Project Number
- County = All counties covered by project
- Description = Work type (Overlay, mill & fill, bridge replacement, etc)
- Estimated construction cost = Should match PES estimate (see the person creating the bid documents)
- Check Boxes = Check the box if needed – add actual date when completed
- ROW certificate = Actual date certificate is signed
- If no ROW involvement (no cert), check the box designating ‘No Right of Way Acquisition required and No Relocation required for this project’.
- Utilities
 - o Specification = Actual date utility specs are completed
 - o Utility Agreement = Actual date agreement executed
 - o Certificate = Actual date certification is signed
- Permits
 - o Environmental Package = Actual date package complete
 - o NEPA = Actual date CE issued
- Construction Authorization – Say “Yes” if Construction is federally funded otherwise write “No”. Do not write anything in the space for the date, Contracts Engineer fills this in.
- Municipal Agreement = Actual date executed
- Design
 - o Exceptions = Actual date exceptions approved
 - o Special Provision Sign-off = Actual date project specific special provisions approved by program construction support
 - o TAME = Actual date TAME process completed
 - o Pavement = Actual date 403 completed
 - o Design comps = Actual date bridge design comps completed
 - o Load Rating = Actual date bridge load rating computed
- Project Info
 - o Date the pdf file is placed in the Contracts folder for the WIN
 - o All of the information listed in this section (if applicable) needs to be converted to pdf on put on the y-drive to advertise
- Non-Participating fund = Outside sources of funding (sewer, water, town work, etc)
- Total Available Funding = From ProjEx (includes non-participating and participating available funding)
- Current Cost Estimate = Latest Estimate from ProjEx
- Difference = Available – Estimated
- Estimate Data
 - o \$/Mile = only for highways
 - o % pavement = total of 403, 409, 461 items divided by the construction estimate
- Changes to Scope = Differences from the programmed project to the one being delivered
- Exception = List approved exceptions to design standards

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- Commitments = Non-DOT commitments that impact the project
- Transfer of funds = Where money will be found if needed to balance the deficit on the Difference line
- **(to be/not to be)** = use **to be** if there are OJT hours, if not use **not to be**
- (date) = Advertisement date (September 30th, 2012)
- NAME = Name of Program Manager
- Program Manager = Add Highway, Bridge, or Multimodal (Bridge Program Manager)