

# Draft PS&E Review Checklist

Reviewer: Please check mark or state "N/A" in empty column regarding information not completed/contained in plan

Project ID, Title, and Termini as it appears in FIIPs

Verify in SMA: The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse WisDOT if WisDOT incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.

## CURSORY SUBMITTAL CHECK FOR GENERAL REQUIREMENTS

### Construction Plan

Design Study Report Approval
90% Utility Log
Title Sheet
Notes & Utilities Contacts
Typical Sections
Construction Details
Project Overview, if applicable
Intersection Details
Pavement Grades Sheets
Interchange Detail & Drainage, if applicable
Finished Contours (earthwork areas outside roadway right-of-way)
Wetland Mitigation, if applicable
Erosion Control
Storm Sewer Plan
Utility Plan, if applicable
Plant Data Chart, if applicable
Planting, if applicable

Landscaping Plan, if applicable
Permanent Signing, if applicable
Lighting, if applicable
Traffic Signal Plan
Pavement Marking
Traffic Control
Construction Staging
Alignment Plan
Project Ties, if applicable
Miscellaneous Quantities
Detour Plans, if applicable
Approved Right-of-Way Plat, if applicable
Plan & Profile Sheets
Structure Plans, if applicable
Computer Earthwork Data
Cross Sections, except where exempt
Draft PS&E Documents listed on the Draft PS&E Review Documents Distribution Table

### Construction Plan Document

Plan Letter + Environmental Commitments
Project Status Report
Highway Work Proposal
Special Provisions

Contract Time for Completion spreadsheet
Governor's Bond
News Release
Utility Status Report + Utilities SP article

## Draft PS&E Review Checklist

	Certificate of R/W
	SE Region Detour Proposal (if provided)
	Trns*PRT Detail Cost Estimate
	Trns*PRT Proposal Cost Estimate

	PS&E Planning Worksheet
	90% RBQ
	WisDOT SDD list
	Type D Plan & Proposal Distribution form

### DRAFT PS&E – PROJECT COORDINATION EXAMINATION

	Has all the railroad coordination been performed and approvals been received from the DTIM Rails & Harbors Section
	If project has Real Estate contract, does the contract have Status 1 for all the ROW acquisition at PS&E?
	Are all the Utility interests clear at PS&E?
	What are constructability concerns?
	Are Trns*Prt and 90% RBQ provided in correct format?

### CHECK 90% PLAN, RBQ AND TRN\*PORT FOR RESOLUTION TO 60% PLAN REVIEW COMMENTS

Comments	
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### PLAN REVIEW FOR FOLLOW-THROUGH OF APPROVED DSR CONTENT

- ❖ Review project ESR(s) in the project and ensure draft PS&E for follow-through

### TYPICAL SECTIONS EXAMINATION FOR 13 CONTROLLING CRITERIA

	Typical Section sheets: Existing & Finished sections – Main line, side roads & staged construction
	Superelevation (if applicable) : meets FDM 11-3, Attachment <a href="#">5.1</a> , <a href="#">5.7</a>
	Lane Width: meets FDM 11-3, Attachment <a href="#">5.7</a> , meets <a href="#">FDM 11-15-1.1</a> & <a href="#">FDM 11-20-1</a>
	Shoulder Width: meets FDM 11-3, Attachment <a href="#">5.8</a> , meets <a href="#">FDM 11-15-1.4</a> &: <a href="#">FDM 11-20-1</a>
	Pavement Cross Slope: meets FDM 11-3, Attachment <a href="#">5.7</a> , <a href="#">FDM 11-15-1.3</a> , & <a href="#">FDM 11-20-1.1</a>
	Horizontal Clearance: meets FDM 11-3, Attachment <a href="#">5.10</a> , <a href="#">5.14</a> , <a href="#">FDM 11-15-1.9.2</a> , <a href="#">FDM 11-20-1.9</a> & <a href="#">FDM 11-35-1</a> . Not noted to be shown per <a href="#">FDM 15-1-15.1</a>
	Median Widths, for rural and transitional/high speed urban roadways less than FDM design criteria: meets FDM 11-3, Attachment <a href="#">5.9</a> , <a href="#">FDM 11-15-1.10</a> , & <a href="#">FDM 11-20-1.4.4</a>
	Structural Capacity: facilitates implementation of FDM 11-3, Attachment <a href="#">5.14</a>

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### SIGNALS EXAMINATION FOR 13 CONTROLLING CRITERIA

	Additional Section 2 sheets: Signals concept plan featuring monotubes location for horizontal and vertical clearance, if applicable: meets FDM 11-3, Attachment <a href="#">5.2</a> , <a href="#">5.10</a>
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### LIGHTING EXAMINATION FOR 13 CONTROLLING CRITERIA

	Additional Section 2 sheets: Lighting concept plan featuring pole location for horizontal and vertical clearance, if applicable: meets FDM 11-3, Attachment <a href="#">5.2</a> , <a href="#">5.10</a>
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### PLAN & PROFILE EXAMINATION FOR 13 CONTROLLING CRITERIA

	Horizontal Alignment: meets FDM 11-3, Attachment <a href="#">5.1</a>
	Lane width: meets FDM 11-3, Attachment <a href="#">5.7</a> , meets <a href="#">FDM 11-15-1.1</a> & <a href="#">FDM 11-20-1</a>
	Shoulder width: meets FDM 11-3, Attachment <a href="#">5.8</a> , meets <a href="#">FDM 11-15-1.4</a> &: <a href="#">FDM 11-20-1</a>
	Median Widths, for rural and transitional/high speed urban roadways less than FDM design criteria: meets FDM 11-3, Attachment <a href="#">5.9</a> , <a href="#">FDM 11-15-1.10</a> , & <a href="#">FDM 11-20-1.4.4</a>
	Bridge Width: meets FDM 11-3, Attachment <a href="#">5.14</a> , meets <a href="#">FDM 11-15-1.9.3</a> , & <a href="#">FDM 11-35-1</a>
	Vertical Alignment: meets FDM 11-3, Attachment <a href="#">5.2</a>
	Grades: meets FDM 11-3, Attachment <a href="#">5.2</a>
	Stopping Sight Distance: meets FDM 11-3, Attachment <a href="#">5.1</a> , <a href="#">5.2</a> , <a href="#">5.3</a>
	Structural Capacity: facilitates implementation of FDM 11-3, Attachment <a href="#">5.14</a> , matches approved Environmental Report

### PLAN REVIEW FOR FOLLOW-THROUGH OF APPROVED DSR CONTENT

**❖ Look for project ESR(s) in the project and check draft PS&E for follow-through**

### STRUCTURES EXAMINATION FOR 13 CONTROLLING CRITERIA

	Bridge Width: meets FDM 11-3, Attachment <a href="#">5.14</a> , <a href="#">FDM 11-15-1.9.3</a> , & <a href="#">FDM 11-35-1</a>
	Vertical Clearance: meets FDM 11-3, Attachment <a href="#">5.2</a> , <a href="#">5.14</a>
	Structural Capacity: meets FDM 11-3, Attachment <a href="#">5.14</a> , matches approved Environmental Report

### CROSS SECTION EXAMINATION FOR 13 CONTROLLING CRITERIA

Check all cross section pertaining to ESR(s) on file

	Lane Width: meets FDM 11-3, Attachment <a href="#">5.7</a> , meets <a href="#">FDM 11-15-1.1</a> & <a href="#">FDM 11-20-1</a>
	Shoulder Width: meets FDM 11-3, Attachment <a href="#">5.8</a> , meets <a href="#">FDM 11-15-1.4</a> &: <a href="#">FDM 11-20-1</a>
	Superelevation (if applicable): meets FDM 11-3, Attachment <a href="#">5.1</a> , <a href="#">5.7</a>

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	Pavement Cross Slope: meets FDM 11-3, Attachment <a href="#">5.7</a> , meets <a href="#">FDM 11-15-1.3</a> , <a href="#">FDM 11-20-1.1</a> &
	Median Widths, for rural and transitional/high speed urban roadways less than FDM design criteria: meets FDM 11-3, Attachment <a href="#">5.9</a> , <a href="#">FDM 11-15-1.10</a> , & <a href="#">FDM 11-20-1.4.4</a>
	Structural Capacity: meets FDM 11-3, Attachment <a href="#">5.14</a> , matches approved Environmental Report

### PLAN REVIEW FOR NON-CONTROLLING CRITERIA WITHIN THE DESIGN STUDY REPORT

#### TYPICAL SECTION EXAMINATION

	Existing Pedestrian Facilities shown on main line and sideroads in typical sections
	Existing Bicycle Facilities shown on main line and sideroads in typical sections
	Existing median width(s) shown on main line and sideroads in typical sections
	Existing side-slope(s) and ditch section(s) shown on main line and sideroads in typical sections
	Finished Pedestrian Facilities shown on main line and sideroads in typical sections
	Finished Bicycle Facilities shown on main line and sideroads in typical sections
	Finished median width(s) shown on main line and sideroads in typical sections
	Finished side-slope(s) and ditch section(s) shown on main line and sideroads in typical sections

#### PLAN & PROFILE (P&P) SHEET EXAMINATION

	Finished Pedestrian Facilities shown on main line and sideroads in plan & profile
	Finished shared-use horizontal & vertical alignment shown on main line and sideroads in P & P
	Finished intersection angle shown on main line and sideroads in plan & profile
	Finished corner clearances to driveways shown on main line and sideroads in plan & profile
	Finished median width(s) shown on main line and sideroads in plan & profile
Comments	

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## DRAFT PS&E REVIEW

### DRAFT PS&E PLAN DOCUMENT – UTILITY STATUS REPORT EXAMINATION

	Completed according to WisDOT FDM 19-10-40. Web links: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-40">http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-40</a> <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/18-10.pdf#fd18-10-40">http://roadwaystandards.dot.wi.gov/standards/fdm/18-10.pdf#fd18-10-40</a>
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### DRAFT PS&E PLAN DOCUMENT – CERTIFICATE OF RIGHT-OF-WAY EXAMINATION

	Completed according to WisDOT FDM 19-10-35. Web links: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-35">http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-35</a>
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### DRAFT PS&E PLAN DOCUMENT – PS&E PLANNING WORKSHEET EXAMINATION

	Submitted with proper information?
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### DRAFT PS&E PLAN DOCUMENT – ROADBUILDERS QUANTITIES EXAMINATION

	Submitted with proper information?
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### DRAFT PS&E PLAN – TITLE SHEET EXAMINATION FOR CONSISTENCY WITH WISDOT FDM 19-40, EXHIBIT 1 [BIDABILITY REVIEW GUIDE](#), PAGE 3

	North Arrow.
	Town and Range.
	Correct Project(s) location.
	Begin and End Project notes.
	Begin and End notes for construction work outside project limits.
	Equations.
	Highway designations shown.
	Road or street names if referred to in special provisions.
	County names, if more than one.
	Graphic Scale.
	Structure Numbers (on which work is being done).
	Design Designation - is it filled in?
	Net centerline length (listed to 3 decimal places to right of decimal point):
	Title (Bridge and Approaches when approach work is part of the contract and if a city street, show street name and then City of (blank) after it).
	Sub-Title (from where-to-where, City of XXXX if not already part of the title for a city street project, etc.).
	Highway, road or street designation (STH XX, USH XX, Town Road, Local Street, etc.).

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	County name.
	Project I.D. number
	Ensure that all required signatures have been obtained. Signature lines for required signatures only - remove any not needed.
	Signature block includes a consultant block with location for professional engineer stamp, signature, and date, when appropriate.
	Signature block include locations for names of Surveyor, Designer, Region Examiner, and Region Supervisor.
	“Order of Sheets” block: is it the latest standard format?
	State project numbers in blocks near center of title sheet & upper right hand corner (one project number per line)
	Margin Information

DRAFT PS&E PLAN – GENERAL NOTES & UTILITIES CONTACTS SHEETS EXAMINATION FOR CONSISTENCY WITH WISDOT FDM 19-40, EXHIBIT 1 [BIDABILITY REVIEW GUIDE](#), PAGE 2

	Check plan sheets for consistency with Order of Section 2 Sheet list
	Check that notes referring to standard detail drawings refer to the name of the drawing, not the number.
	Check that construction notes are solid line notes; not screened line notes, etc
	Check for notes with blank spaces (data fields) and either fill in the data field with appropriate information or remove the note completely

DRAFT PS&E PLAN – TYPICAL SECTION SHEETS EXAMINATION FOR CONSISTENCY WITH WISDOT FDM 19-40, EXHIBIT 1 [BIDABILITY REVIEW GUIDE](#), PAGE 5

	All portions of the mainline
	Major side roads
	Minor side roads
	Ramps and tapers
	Existing sections when appropriate
	Commercial and residential driveways
	Temporary construction
	Check that typical sections include widths, thicknesses, slopes, station to station, right or left, traffic lanes
	Show Tie Bars and Dowel Bars, where required
	Check that typical section labels match current bid item titles.
	The pavement structure of short sections of side roads, frontage roads, private drives and ramp tapers may be shown by note on plan or detail sheets

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DRAFT PS&E PLAN – PLAN & PROFILE SHEETS EXAMINATION FOR CONSISTENCY WITH WISDOT FDM 19-40, EXHIBIT 1 [BIDABILITY REVIEW GUIDE](#), PAGE 8

	Do plan sheets cover all construction areas?
	Begin and End Project notation is required.
	Are slope intercept lines shown?
	Structure notes are required for the following: “Removing Old Structure, Station (blank)” items (include old bridge number, length and type); new structures including retaining walls, noise walls and sign bridges; and structure repairs (deck overlays and deck replacements)
	Are right of way, easement and permit limits shown?
	Is all work, including private entrance, drainage, culverts and riprap, shown inside right-of-way or permit limits?
	If plan sheets are also used as ROW plat, then requirements of FDM 12-15-5 must be met. Web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/12-15.pdf#fd12-15-5">http://roadwaystandards.dot.wi.gov/standards/fdm/12-15.pdf#fd12-15-5</a>
	Culvert notes are required.
	Profiles are required for all grading areas, including long driveways and side roads.
	Are types of intersection and curb ramp types shown? (Unless correctly covered by a general note.)
	New work distinguished from existing facility by legend, note or screening.

DRAFT PS&E PLAN – STRUCTURE PLANS SHEETS EXAMINATION

	The following require structure drawings: bridges, box culverts, large sign footings, high mast light footings, retaining walls or noise walls, and sign bridges
	Check items and quantities on structure plan against engineer estimate.

DRAFT PS&E PLAN – CROSS SECTION SHEETS EXAMINATION

Cursory review of cross sections, including bridge approaches

	Are cross sections included for grading areas?
	Are earthwork tables required and if so, are they filled in?
	Have special earthwork listings been supplied if required?
	Is all information within printing margins?
	If rock or marsh lines are shown, are the Excavation Rock, Excavation Marsh, and Excavation Common items bid? (Note Unclassified Excavation is no longer a bid item.)

DRAFT PS&E PLAN – “OTHER SECTION 2” SHEETS EXAMINATION

	Concrete pavement grades and curb and gutter grades shown for non-typical sections
	Intersections and interchanges shall be shown on detail sheets
	Islands; check for dimensions & type (asphalt, concrete, etc.)

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	Are radii, taper lengths, turning lanes and passing lanes clearly dimensioned for field layout?
	Erosion control and drainage shall be shown on detail sheets or included on plan and profile sheets
	Storm sewer and utilities shall be shown on detail sheets
	Pavement Marking Details shall be shown on detail sheets, cannot conflict with SDD's, shall have correct bid item titles or correct marking "type" labels which match SDD terminology defined by detail (such as "Centerline," "No Passing," "Lane line," "Edge line," etc.) on construction details and feature curb ramp detectable warning fields labeled on plan
	Regarding traffic control and construction staging, check and identify items typically bid separately from the item of Traffic Control, such as temporary delineators and posts, removing pavement marking, and temporary pavement marking, stop lines, removable tape
	Regarding alignment diagrams, either separate detail sheets or show alignment on plan sheets

### DRAFT PS&E PLAN DOCUMENT – PLAN LETTER EXAMINATION

	Completed according to WisDOT FDM 19-10-15. Web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-15">http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-15</a>
	Check plan letter for structure drawings required from the BOS
	STSP changes are explained?
	Proprietary item titles are correct only if: the list includes three names as approved equals, the name is on the Product Selection List (web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-01.pdf#fd19-1-5">http://roadwaystandards.dot.wi.gov/standards/fdm/19-01.pdf#fd19-1-5</a> ) or approval has been received by WisDOT Central Office on a project-by-project basis

### DRAFT PS&E PLAN DOCUMENT – HIGHWAY WORK PROPOSAL EXAMINATION

	Completed according to WisDOT FDM 19-10-25. Web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-25">http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-25</a>
	Consistency between Prosecution and Progress article and Project Completion Date
	Use most recent version of form (includes the word SAMPLE in the "Firm Name" block
	Fill in all required fields of form DT1502, including Type of Work (found at bottom of page)
	Enter Project Description field information exactly as it is shown on the plan's Title Sheet and in FIIPS

### DRAFT PS&E PLAN DOCUMENT – TIME CHART EXAMINATION

	Completed according to WisDOT FDM 19-10-30. Web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-30">http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-30</a>
	The contract completion time provided on the time completion chart, i.e. the number of working days, the number of calendar days, or a completion date, must agree with what is stated on the Highway Work Proposal



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### DRAFT PS&E PLAN DOCUMENT – GOVERNOR’S BOND EXAMINATION

	Completed according to WisDOT FDM 19-10-20. Web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-20">http://roadwaystandards.dot.wi.gov/standards/fdm/19-10.pdf#fd19-10-20</a>
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### DRAFT PS&E PLAN – MORE “OTHER SECTION 2” SHEETS EXAMINATION

	Special details pertain to the contract and all required special details are in the plan (no more, no less).
	Details are not crammed together - add lines for separation if appropriate.
	Details are correct, clear and easy to read.
	Construction detail for special covers features approximate weight listed
	Construction detail for special inlets features Minimum embedment required; ultimate soil bearing capacity required; engineering properties of retained and foundation soils required.
	Special details which conflict with standard practices.
	Special details which conflict with SDDs called for in the plan.
	Layouts and dimensions as appropriate.
	Frequently used special details and CADD cell special details: check for correctness, proper dimensions, unnecessary information or options, and consistency with current WisDOT Standard Specifications
	Are there bid items to cover the work shown on each construction detail?
	Are the bid item titles correctly shown on the special detail (must match special provisions and estimate exactly)?
	Construction details are checked for appropriate use of: Items marked "by others", "in place", or "existing", the term "State furnished, contractor installed" or the term "required", when necessary to understand the detail
	Include a customized (plan-set specific) “Order of Section 2 Sheets” list on the first Section 2 sheet for projects that have many construction details and could benefit from this list.

### DRAFT PS&E PLAN – MISCELLANEOUS QUANTITIES SHEETS EXAMINATION

	Check that MQ listings start with the lowest item number item at the top left of each sheet and that MQ sheets are organized numerically based on the item numbers included on each MQ sheet.
	Check for use of line-work to separate tables or entries in tables.
	Check that quantities shown on various tables on detail sheets are summarized on miscellaneous quantities sheet.
	Check miscellaneous quantity breakdown of items for completeness of work within the various construction locations.
	Spot check items for correct totals on miscellaneous quantity sheets and ensure that all item totals match the engineer estimate.

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	On plans with multiple projects or multiple categories, check that quantities are split accordingly and labeled. Quantity breakdowns by project and/or category are required, and each breakdown category must have a subtotal.
	Ensure that multiple columns of lists for a single item have a SUB-TOTAL for each column and that each single item has a TOTAL clearly shown.
	Check to ensure non-participating items and quantities are labeled. (This may be accomplished by designating the proper Trns*Port Estimate category under which the non-participating item is included.)
	Check that items that are normally shown on the miscellaneous quantity sheet have been listed.
	Check for proper unit of measure.
	Follow through to the engineer estimate with any changes.
	Ensure SAME DAY PAVEMENT MARKING POLICY is used on ALL rural type resurfacing contracts constructed under traffic. (See FDM 11-50-1 and Note 2 on Standard Detail Drawing "PAVEMENT MARKING, MAINLINE")
	If any bid item numbers are shown, ALL bid item numbers must be shown. They must be correct, current, and consistent with those used in the Trns*Port PES estimate(s) in the contract and the correct two-digit supplemental description number MUST be included behind each "SPV." item number. Web link is: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-05.pdf#fd19-5-1">http://roadwaystandards.dot.wi.gov/standards/fdm/19-05.pdf#fd19-5-1</a>
	Ensure that for the item "Removing Small Pipe Culverts," all pipes from 12" diameter, but smaller than a 60" diameter, are listed for payment. Also ensure a DESCRIPTION column is included giving the diameter, length, and type of pipe to be removed at each location. Web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/15-01-005att.pdf">http://roadwaystandards.dot.wi.gov/standards/fdm/15-01-005att.pdf</a>
	Ensure all bridges to be removed with a span length of 20' or greater, all bridge-like structures to be removed with a span less than 20', all rectangular culvert structures to be removed of any size, and all non-rectangular culverts to be removed which are 60" diameter or larger, are paid for under "Removing Old Structure, (Station)"
	Ensure that all removal items (other than those standard "204." items which have a removal title already designated) are not bid as "SPV." items, please use the appropriate standard "204.9xxx" items, based on the correct Unit of Measure intended
	An earthwork summary shall be included for all grading projects
	For the culvert pipe items, metal thickness(es) and concrete pipe class(es) are required to be shown.
	Are Class IV or V culverts or storm sewer specified without any apparent reason? A reason provided
	When JOINT TIES for concrete pipe are to be used, the number (each) required must be given at each location where required.
	Regarding "Lump Sum" and "Each" bid items, are quantity breakdowns given so the contractor can bid the item? Also, is the amount of work reasonably non-variable for the "Each" bid items?

### DRAFT PS&E PLAN – RIGHT OF WAY PLAT SHEETS EXAMINATION

	If new ROW is required, has a right-of-way plat been included in the plan set?
	Does ROW plat cover entire construction limits?
	Are slope intercept lines shown? Note - not applicable to transportation project plats.

### DRAFT PS&E PLAN – COMPUTER EARTHWORK DATA SHEETS EXAMINATION

	Miscellaneous quantities station-to-station earthwork sheets or earthwork data sheets.
	Are computer earthwork data sheets supplied in proper format for use in plans?

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### DRAFT PS&E PLAN DOCUMENT – SPECIAL PROVISIONS EXAMINATION

	Everything in a state LET contract follows Buy America provisions
	Formatting is up-to-date and correct
	Tie and dowel bars placed in wet concrete are incidental
	If special provisions or standard specifications say "as shown" or "detailed on plans", check for the detail
	Every ".S" item and every "SPV" item in the completed Trns*Port Estimate has a special provision article
	All ".S" item articles and every "SPV" item articles have a bid item in the Trns*Port Estimate
	Articles "General", "Scope of Work" and "Prosecution and Progress" are shown
	Article "Prosecution and Progress" written according to WisDOT FDM 19-15-15? Web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-15.pdf#fd19-15-15">http://roadwaystandards.dot.wi.gov/standards/fdm/19-15.pdf#fd19-15-15</a>
	Increased liquidated damages or interim liquidated damages greater than the standard liquidated damages provided in the standard specifications? See web links: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/11-60.pdf#fd11-60-5">http://roadwaystandards.dot.wi.gov/standards/fdm/11-60.pdf#fd11-60-5</a> <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-15.pdf#fd19-15-16">http://roadwaystandards.dot.wi.gov/standards/fdm/19-15.pdf#fd19-15-16</a>
	If a real estate issue affects a contractor's ability to do work at a particular time, that needs to be addressed in Prosecution and Progress article
	If the contractor needs to perform any R&R operations, the specials need to address how asbestos will be removed, and who will remove it
	Unless permission has been obtained to use proprietary items, three or more product choices must be listed within the specials
	Do not include articles for items not included in the contract
	Repetition is avoided
	References are up to date
	If applicable, amounts of Lane Rental Charges have placeholders?
	Articles are consistent with each other?
	Any bid item that has an .S suffix or an SPV prefix must have an article in the special provisions
	Numbers are used for sequential ordering of .S and SPV items?
	Articles for SPV items are written in five-part format: Description, Materials, Construction, Measurement, and Payment
	Articles are written using active voice

### DRAFT PS&E PLAN DOCUMENT – MORE SPECIAL PROVISIONS EXAMINATION

	Bid item names are capitalized. Standard specifications, section, subsection, engineer, contractor, special provisions, city, plans, contract, work, owner, or department are not capitalized
	Term "should" is avoided?
	All "Measurement" and "Payment" sections are written in English units?
	STSP language is not changed unless there is a legitimate reason to do so. Changes are explained in the project plan letter
	STSP's are "living" documents. Changes are frequently made to these documents— that is one of the reasons why many STSP items are not standard bid items. For this reason, insert the latest STSP in the special provisions
	Walls: Minimum embedment depths of 1'-6" or greater (dependent on wall type) required. Also,

## Draft PS&E Review Checklist

	provide ultimate soil bearing capacity values on the plan. The engineering properties of the foundation and retained soils must also be shown, usually in a table. Refer to Chapter 14 of the department's Bridge Manual for more information. Web link: <a href="http://on.dot.wi.gov/dtid_bos/extranet/structures/LRFD/BridgeManual/Ch-14.pdf">http://on.dot.wi.gov/dtid_bos/extranet/structures/LRFD/BridgeManual/Ch-14.pdf</a> <a href="http://on.dot.wi.gov/dtid_bos/extranet/structures/LRFD/BridgeManual/Ch-14-LFD.pdf">http://on.dot.wi.gov/dtid_bos/extranet/structures/LRFD/BridgeManual/Ch-14-LFD.pdf</a>
	Geotextile/Geogrid: If DF Fabric: Schedule A, B, or C? (For structure work, usually A.) - these items will have separate item numbers. If reinforcement, double-check units. There has been some confusion over ft/lb vs. inch/lb. Type ES, MS, and SR are usually designed by a geotechnical engineer and the required strength values of the geo-synthetic fabric are usually provided in the project's geotechnical report

### DRAFT PS&E PLAN DOCUMENT – Trns\*PRT ENGINEERS ESTIMATE EXAMINATION

	The title on the engineers estimate is consistent with the title sheet on the plan?
	Quantity totals on miscellaneous quantity sheets must agree with project totals in engineers estimate.
	Have all the applicable EACH items been included. Refer to items: 213.0100, Finishing Roadway (Project); 619.0100 Mobilization; 642.5xxx, Field Office Type (blank); 643.0100 Traffic Control (Project)
	Has the Prepare Foundation LS items (211. xxxx) been considered for performing necessary foundation preparations that resulted from construction outside the contractor's control; especially for asphaltic resurfacing projects or for resurfacing sections of rehab. projects? Weblink: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-07.pdf#fd19-7-1">http://roadwaystandards.dot.wi.gov/standards/fdm/19-07.pdf#fd19-7-1</a>
	For a structure & approaches type project, is a Temporary Structure necessary? If so, is the item 526.0100, Temporary Structure (station) included in the Trns*Port Estimate and has the STSP #526-010 been included in the Special Provisions?
	Is the estimate developed according to WisDOT FDM 19-5-1? Web link: <a href="http://roadwaystandards.dot.wi.gov/standards/fdm/19-05.pdf#fd19-5-1">http://roadwaystandards.dot.wi.gov/standards/fdm/19-05.pdf#fd19-5-1</a>
	Item titles in the estimate match the item titles in the special provisions

### DRAFT PS&E PLAN DOCUMENT – PROJECT STATUS REPORT EXAMINATION

	Submitted with proper information?
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### DRAFT PS&E PLAN DOCUMENT – NEWS RELEASE EXAMINATION

	Submitted with proper information?
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## Draft PS&E Review Checklist

### DRAFT PS&E PLAN DOCUMENT – GENERAL COMMENTS

	Is all information shown inside printing margins?
	Minimum lettering height on required 11"x17" originals shall be 0.06 inches. (except right of way plat)
	If lettering sizes are too small, correction will be necessary to make plan notes readable in the required 11"x17" plans.