

**WSF Terminal Engineering
PS&E Turn-In QA/QC Process**

This process and checklist has been developed for the purpose of turning contracts into the Contract Ad and Award office for advertisement and bid opening. This process is required in order to assure overall quality and consistency.

This has been reviewed and endorsed by:

**Nicole J. McIntosh, P.E.
Director of Terminal Engineering**

**WSF Terminal Engineering
PS&E Turn – In QA/QC Process**

Use the instructions following this checklist during the final submittal of the Plans specifications and estimate for turn in for bid advertisement. This is not intended to

be a PS&E preparation process. Follow the instructions in G:\Admin\OLY_AD\Step-by-Step Instructions on Submitting a Contract for Advertisement.doc for preparing the required forms and documents.

Pre-Turn – In Check List

To be completed prior to submitting the proposal package to Contract Ad and Award.

Date: _____

Project Manager: _____

Project Title: _____

Design WOA Number: _____

The following items are submitted for advertisement:

_____ 1 set of camera-ready drawings with _____ plan sheets.

_____ 1 copy of the Special Provisions with stamp sheet.

_____ Federal Specifications if there is any Federal funding applied to the project (including buy-America GSPs).

_____ Complete E-Base file.

_____ The PS&E has had _____ constructability reviews and all review comments and responses have been recorded.

_____ Quantities and estimates are complete and match E-Base estimate with appropriate project mark-ups.

_____ Work Order Authorization is complete and matches estimate with appropriate project mark-ups.

_____ Right of Way is complete. Right of Way certification is needed.

_____ Items of subcontractable work have been identified to establish MWBE goals.

_____ Number of working days has been established and a construction schedule has been reviewed by the Terminal Construction Office.

_____ Soil logs have been included.

_____ Sole source justifications have been prepared.

The following permits are required and have been obtained:

_____ HPA received on _____.

_____ COE 404 / Section 10 received on _____.

_____ Shoreline Permit received on _____.

_____ DOE Water Quality Certification received on _____.

_____ Other _____ (specify) received on _____.

_____ SHPO – State Historic Preservation Office compliance, if needed.

ALL RELEVANT PERMIT CONDITIONS MUST BE INCLUDED IN THE CONTRACT SPECIAL PROVISIONS.

The following forms are complete:

_____ Work Order Authorization (DOT form 120-020 EF)

_____ Final Check Sheet (DOT Form 221-019 EF)

_____ Check Ad and Award Manual to confirm that all requirements are met.

QA/QC Certified by _____
WSF Project Manager

Funding Authorized, Certified by _____

Location of Electronic Document Templates: G:\Admin\OLY_AD

PS&E Review for Constructability

Prior to turn in for advertisement, the PS&E are reviewed, a minimum of two times, comments recorded and responses recorded (maintenance projects will have a minimum of one review). Any unresolved comments or issues are escalated to the appropriate parties for resolution prior to advertisement. E-Base estimates are to be completed and reviewed at each stage, quantity estimates are recorded and checked and contingencies are included and adjusted. Follow the guidelines established in the [Terminal Engineering Estimating Guidelines](#).

Funding is Available and Authorized

Ensure that estimates are within budget, or if possible, budget is adjusted. When preparing the estimate use appropriate sales tax rates and engineering. A Work Order Authorization is completed and signed prior to advertisement. The Budget Office will assign a contract number. For flexibility during advertisement and final reviews, round up the WOA amount to within five or ten thousand dollars (at the PM's discretion) to avoid having to adjust the WOA if a change is made that increases the estimate.

Funding Type

State Funds – MWBE Goals are required. Training goals letter must be sent at least 3 weeks before Ad date.

Federal Funds - Training Goals are required. Training goals letter must be sent at least 4 weeks before Ad date. Also check that buy-American GSPs are included.

Both State and Federal Funds – Submit letters for both types of goals.

Goals for Federal and State funding

If the project has state funding, electronically submit “Goals for MWBE - when State Funds.doc” to the WSDOT Office of Equal Opportunity in Olympia (PBX: 7092).

If the project has Federal funding, electronically submit “Goals for Training - when Federal Funds.doc” to the WSDOT Office of Equal Opportunity in Olympia (PBX: 7092).

Attach a PDF of the E-Base estimate and the Special Provisions. If the project has both funding types, submit both letters.

Prepare the PS&E Checklist

For final PS&E turn in, follow these instructions: [Step-by-Step Instructions on Submitting a Contract for Advertisement.doc](#).

Prepare Run List for Special Provisions

Follow instructions in the Standard Specification amendments and GSP indices ([WSDOT Project Development Branch](#)). Be sure to include any items that are explicitly required. Follow the instructions for adding WSF GSPs in the WSF Index. Use the WSF specific GSPs first and if there are any conflicts, escalate to the Terminal Design Manager.

Notification of the Advertisement Date

Prepare a memo to the Contract Ad and Award office (PBX: 7017), using the template. Include contract number, proposed advertisement date and requested bid opening. Submit electronically, and copy the CAPS (printing) office at caps@wsdot.wa.gov.

Technical Appendixes

Make sure any appendixes referenced in the plans or special provisions are included. For example, include soils logs, but not the geotechnical report.

Permits, Utilities, Right of Way and Other Agreements

All permits must be in hand and the permit conditions included in the contract appendix. Any right of way is secured, or Possession and Use is obtained. Make sure all agreements are in place and executed, and that any utilities are identified and responsibility for relocation is clearly established.

Final Turn in for Advertisement

Review and follow instructions in the Ad and Award Manual. Select an appropriate advertisement period, with three weeks as the minimum and four to six weeks as the desirable period. Write a justification for use of sole source or proprietary items. Make sure quantities and estimates are up to date in E-Base prior to turn in.

Fill in the electronic file [221-019-FinalCheckSheet Copy.fp5](#) and print it out. Transmit the Final Check Sheet with the package.

Transmit the package to:

Transportation Building
Contract Ad and Award Office, Room 1A-23
310 Maple Park Avenue SE
PO Box 47300
Olympia, Washington 98504-7300

Final Check

After Plans are printed and returned from the Contract Ad and Award office, and prior to bid opening, review entire set of PS&E to be certain it was printed and published as submitted. If there are any omissions or mistakes, issue an addendum through the Contract Ad and Award office using this addendum template: [Addendum Template.doc](#).