



New Mexico DEPARTMENT OF
TRANSPORTATION
MOBILITY FOR EVERYONE

T/LPA PS&E CHECKLIST

Federal Project Number:	
NMDOT Control Number	
Project Name:	
Route Number, Section and Mileposts:	
County:	
Project Description:	
Engineer's Estimate:	
Contract ID:	
Letting Date:	

PS&E Checklist review complete and ready for Authorization.

Engineer's Signature: _____

Date:

GENERAL REFERENCES - Regulations and Guidance

- 23 CFR 630, Subpart B – Plans, Specifications, and Estimates
- 23 CFR 633, Subpart A – Required Contract Provisions – Federal-aid Construction Contracts (Other than Appalachian Contracts)
- Construction Program Guide
<http://www.fhwa.dot.gov/construction/cqjit/>
- Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation
<http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>
- Contract Administration Core Curriculum Manual and Reference Guide
<http://www.fhwa.dot.gov/programadmin/contracts/coretoc.cfm>
- Development and Review of Specifications
<http://www.fhwa.dot.gov/construction/t508016.cfm>

Also refer to the **Financial Management Checklists:**

- Local Project Administration Policies and Procedures
- Billing/Payment Process of State and Local Governments
- Indirect Costs of State and Local Governments

	GENERAL FEDERAL-AID REQUIREMENTS				
Reference (23 CFR x)	Item		Yes	No	N/A
450.216 450.220	Is this project programmed in the currently approved STIP?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
450.322 450.324	Is this project programmed in an MPO area?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, is it programmed in the MTP and/or TIP?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	MTP Ref. <input type="text"/>	TIP Ref. <input type="text"/>			
	Is the authorization request a conversion of a non Federal-aid funded project?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, does the project meet and document compliance with all Federal-aid requirements?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, does the authorization request include only those costs anticipated after authorization/obligation of funds?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
627.1	Has a Value Engineering (VE) Study been conducted? (Required for projects > \$25 Million, > \$20 Million for bridge projects)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
625.3(f)	Are any design variance/exceptions incorporated into this project?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, list design variance/exception(s):				
	Date Approved:				
	Does the project involve new or revised Interstate Access?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, is it programmed in the MTP and/or TIP?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date Approved:				
635-Subpart B	Is the project being competitively bid?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
635.309(e)	Is NMDOT or local force account construction work to be utilized on this project?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, has a Public Interest Finding (PIF), emergency determination, or Cost Effective Determination been approved by the NMDOT and FHWA?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Type of Approval:				
	Date Approved:				
635.407	Are any materials to be supplied by the Local Public Agency or the NMDOT?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	List Material(s):				
	If so, has a Public Interest Finding (PIF) been approved by the NMDOT and FHWA?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date Approved:				

Reference (23 CFR x)	Item	Yes	No	N/A
635.411	Are patented or proprietary materials shown in the plans or specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	List Material(s):			
	If so, has the use of the proprietary material been approved by the NMDOT and FHWA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date Approved:			
Federal-aid Policy Guide G 6042.4	Are experimental features utilized on this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	List Experimental Feature(s):			
	If so, has a Work Plan been approved by the NMDOT and FHWA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date Approved:			
635.413	Warranties are approved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
620.101 620.103	Is the project located within 2 miles of an airport?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, has the project been coordinated with FAA?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, are air-highway clearances adequate for safe movement of traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
625.2(c)	Safety improvements are commensurate with level of work proposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appropriate review of the PS&E package has been completed by the NMDOT and FHWA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plans have been approved by the appropriate official (PE if required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	All comments and issues from previous review reports, meeting summaries, etc. been satisfactorily addressed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENVIRONMENTAL				
Reference (23 CFR x)	Item	Yes	No	N/A
771	Environmental documentation for the project has been approved. (select appropriate approval)			
	- Programmatic Categorical Exclusion (PCE)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Categorical Exclusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Environmental Assessment (EA) / FONSI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Environmental Impact Statement (EIS) / ROD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Date Approved:			

Reference (23 CFR x)	Item		Yes	No	N/A
771.129	Is a reassessment or re-evaluation of the environmental document needed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
771.113	Required public hearing transcripts have been received and accepted.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
772.11g	Are noise walls included in the project?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have environmental commitments been incorporated into the final design and contract documents? (select all that apply)				
	- Historic Preservation (36 CFR 800)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Stream/Wetland Mitigation (23 CFR 777)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Noise Abatement (23 CFR 772)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Section 4f (23 CFR 771.135)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Endangered Species Act (50 CFR 402.12(c))		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	- Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
635.407	Public interest findings are documented for mandatory waste or borrow sites.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have all environmental permits for the project been secured?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Is the contractor responsible for obtaining any permits or external agency approvals for this project?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, what Permit/Agency Approval(s) are required?				
	RIGHT-OF-WAY				
Reference (23 CFR x)	Item		Yes	No	N/A
635.309	ROW certification has been approved.	Date Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ROW/CME/TCP acquisition and relocation is complete.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The acquired ROW is adequate to facilitate construction of the project.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If the ROW will not be clear prior to authorization, are proper stipulations contained in the proposal?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, list restrictions on the contractor:				
	If so, when is it estimated the Right-of-Way will be clear?				

UTILITIES					
Reference (23 CFR x)	Item		Yes	No	N/A
635.309	Utility certification has been approved.	Date Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have utility agreements for all utilities affected by this project been completed and approved?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have all utilities affected by this project been relocated or will be relocated prior to advertisement?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If all utilities have not been relocated prior to advertisement, does the proposal include a special provision stipulating utility coordination with the prime contractor for each utility?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If utility relocation is required, the approved NTC is included in the contract documents.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RAILROAD					
Reference (23 CFR x)	Item		Yes	No	N/A
635.309	Railroad certification has been approved	Date Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
646	Does the project require use of or adjustment of railroad facilities?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
646.107	If so, railroad insurance is provided.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
646.216(d)	If so, agreement is in writing between the NMDOT and Railroad.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
646.214(b)	If so, adequate railroad grade crossing warning devices are provided.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ITS					
Item			Yes	No	N/A
ITS certification has been approved?		Date Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORK ZONE					
Reference (23 CFR x)	Item	Routine	Regionally Significant	Significant	
	Work Zone checklist has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Comments:				

GEOTECHNICAL REPORT

GEOTECHNICAL REPORT					
Item			Yes	No	N/A
Has Geotechnical Report been provided?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PLANS					
Reference (23 CFR x)	Item		Yes	No	N/A
	Consultant design?	Name of consultant:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do the contract plans contain the following:				
	Cover Sheet, Vicinity Map, Index, General Notes		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signed Environmental Commitments		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Typical Sections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Summary of Quantities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Plan Sheets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Profile Sheets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Drainage Sheets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Earthwork Runs		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cross Sections		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Traffic Control Plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Signing and Striping Plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lighting Plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Traffic Signal Plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Special Detail Sheets		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Structure/Bridge Plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Utility Relocation Plans		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Does the cover sheet include all required information (project number, NMDOT control number, termini, county, route, milepost, etc)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
630.205	Do the contract plans describe the location and design features and the construction requirements in sufficient detail to facilitate construction and the estimation of construction costs of the project?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reference (23 CFR x)	Item	Yes	No	N/A
	Does the project utilize the current version of the NMDOT Standard Drawings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are local standard drawings, sepia drawings, or special details incorporated into the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, have they been reviewed and approved by NMDOT and FHWA? Date Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are the details, typical sections and profile sheets adequate to show the complexity of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have all pay items been checked against the construction plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Have all bridge plans been reviewed by Division Bridge/Structures Engineer and comments resolved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are Right-of-Way, easement, and control of access lines shown on the plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
635.309(j)	Appropriate measures to ensure environmental conditions and commitments are met are clearly shown on the plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
635.309(i)	Have provisions to minimize water pollution and soil erosion been included in the plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
625.3 625.4	Have geometric design standards been met for:			
	Design Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lane Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shoulder Width	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Structural Capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Horizontal Alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vertical Alignment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Grades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Stopping Sight Distance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cross Slope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Superelevation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Horizontal Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Vertical Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
626	Is the pavement design adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
625	Does the design conform to Federal-aid design standards for geometric and structural design of highways and/or NMDOT policy and guidance manuals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reference (23 CFR x)	Item		Yes	No	N/A
	Are the clear zone and safety appurtenances provided for this project in accordance with the current edition of the AASHTO Roadside Design Guide?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
655.603 635.309(n)	Are all traffic control devices provided with this project consistent with the current edition of the Manual on Uniform Traffic Control Devices (MUTCD)?				
	Construction		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Permanent		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
630 (J)	Is a temporary traffic control plan provided and consistent with regulations on Work Zone Safety & Mobility?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Has the Transportation Management Plan (TMP) been approved by NMDOT and FHWA?	Date Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
630.1012	Traffic management plan is approved and included.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
652	Are appropriate accommodations provided for bicyclists and pedestrians along the project and intersecting roadways?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are pedestrian facilities designed in accordance Americans with Disabilities Act requirements? (http://www.access-board.gov/)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
652.7(b)	Are pedestrian and bike routes pursuant to an overall plan?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
650.117	Is the required hydraulic data shown on the plans?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are the details sufficient to describe the required installation of drainage facilities including culverts, erosion control structures, headwalls, inlets, and manholes?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Overall plan quality is generally acceptable.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:				

CONTRACT DOCUMENTS					
Reference (23 CFR x)	Item		Yes	No	N/A
	Does the project utilize the current version of the NMDOT Standard Specifications?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are local specifications or supplemental specifications utilized on the project?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If so, have they been reviewed and approved by the NMDOT and FHWA?	Date Approved:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reference (23 CFR x)	Item	Yes	No	N/A
630.205	Special Provisions and Supplemental Specifications are satisfactory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
635.309(j)	Special Provisions contain commitments for environmental mitigation (which is contained in the environmental documentation).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
630.205(b)	Specifications contain the written instructions for constructing the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Supplemental Specifications cover new or additional construction items or substantial changes regarding items not included in the standard specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Are all pay items covered by an appropriate specification that agrees with the plans for basis of payment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Detailed description of the work, materials, construction methods, measurement method, basis of payment, and pay item for each item of work is outlined.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Contract time is acceptable.			
	Number of Days: <input type="text"/>			
	Calendar <input type="checkbox"/>			
	Working <input type="checkbox"/>			
	Appropriate documents from the NMDOT "Boiler Plate for Federal Funded Projects" have been included in the contract documents. Federal Project Boiler Plate PDF Link	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Comments:			

Item	Yes	No	N/A
Enter any other project specific NTC's below:			
MAINTENANCE AGREEMENTS			
Item	Yes	No	N/A
Is Signal Agreement(s) Complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Lighting Agreement(s) Complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Flasher/Beacons Agreement(s) Complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Landscaping Agreement(s) Complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
List any other Agreements:			
Are they complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESTIMATES			
Item	Yes	No	N/A
Does the estimate include a pay item for all work included in the plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all estimated unit prices reasonable and comparable to average unit bid prices or construction industry trends?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Federal-aid non-participating items included in this project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, non-participating items separately listed in the estimate and/or plans include items:			
Is the amount of the estimate consistent with the amount of Federal-aid funding requested for the construction phase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer's Estimate unit prices are reasonable for the areas, times, and characteristics of the work to be done.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Item	Yes	No	N/A
Haul road restoration item is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimate includes an item number, description of the item, estimated quantity, unit, and price for each proposed item of work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incentive/disincentive or escalation clauses have been considered in determining the estimated unit costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit prices have been reviewed to determine if changes in estimated unit prices are needed to reflect any trends that have occurred within the past 3-6 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
State option borrow costs are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Salvage credit is shown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Utility and railroad force account work is covered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Class and breakdown of funding are correct for highway classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			