|  |  |
| --- | --- |
| **County:** |  |
| **Federal Project No.:** |  |
| **P.E. No.:** |  |
| **PIN:** |  |
| **Description:** |  |
| **Site Review Completion Date:** |  |
| **TMP Completion Date:** |  |
| **Submitted by Designer: (TDOT or Consultant)**  **Date:** |  |
| **ALL ITEMS HAVE BEEN REVIEWED AND DETERMINED TO BE READY FOR FIELD REVIEW BY:** | |
| **Name of TDOT Supervisor/Manager:**  **Date:** |  |
| **Comments**:  Design Exceptions, Design Waivers, Work Zone Deviation  Note: If components of the plans were designed based off the AASHTO 2018 Green Book that would normally require a Design Exception if designed based off the AASHTO 2011 Green Book, it shall be noted on this sheet.  If the posted speed is different than the design speed, note it here. This is important to include so that the standard drawings, particularly for multimodal designs, can be checked accordingly. | |

**The checklist is written to clearly define which documents are included in the Final PS&E (Complete Package) Submittal to ensure there is consistency throughout the state. Information can be found in the Roadway Design Guidelines - PDN. If any of the items are not applicable to your project, then do NOT include and mark N/A. If there are questions, contact your Team Lead or Project Manager.**

**For further explanation of defined features, see the** [**Roadway Design Guidelines**](https://www.tn.gov/tdot/roadway-design/design-standards/design-guidelines2.html) **- PDN or the** [**Project Delivery Network Manual**](https://www.tn.gov/tdot/pm/pdn.html)**.**

**TDOT 360 PROJECT ONLINE shall be checked for possible changes to project numbers prior to Final PS&E submittal.**

**It is intended that plans are final by the time Stage 4 – PS&E begins. The goal of this stage is to compile plans, specifications, and estimates (PS&E) and ensure all agreements, permits, and certifications are in place for letting.**

**Design Files**

For the Design Files submittal, the zipped folder of design files submittals shall be added to the zipped Final PS&E Submittal Package. This is in the form of a zipped folder with individual files added. This folder will contain the project’s entire WorkSet folder, acquisition table excel file, quantities excel file, etc. The naming convention for the submittal package shall be ***nnnnnn-nn*-DesignFiles.zip.** Refer to RDG Chapter 1-105.10 or the PDN 4RD1 for more information.

|  |  |  |
| --- | --- | --- |
| **Yes** | **N/A** |  |
|  |  | ORD WorkSpace Folder |
|  |  | Acquisition Table excel file (.xlsm) |
|  |  | Quantities Excel File (.xlsm) |
|  |  | Other (Description) |

**Estimates**

For Final PS&E Estimates submittal, the zipped folder of estimate submittals shall be added to the Zipped Final PS&E Submittal Package. This is in the form of a zipped folder with individual files added. The order structure and naming convention is shown in *Figure 1-11, Zipped Estimates PS&E Submittal Example*. The naming convention for the submittal package shall be ***nnnnnn-nn*-Estimates.zip.** Refer to RDG Chapter 1-105.10 or the PDN 4RD1 for more information.

|  |  |  |
| --- | --- | --- |
| **Yes** | **N/A** |  |
|  |  | Roadway PS&E Estimate |
|  |  | Structures PS&E Estimate |
|  |  | Traffic Ops ITS PS&E Estimate |
|  |  | Traffic Ops Lighting PS&E Estimate |
|  |  | Traffic Ops Signals PS&E Estimate |
|  |  | Utility PS&E Estimate |

**Final PS&E Plans**

The Final PS&E plans shall include all items listed in the Roadway Design Checklist for PS&E document turn-in, including, if applicable, bridge and retaining wall plans; geotechnical plans; ITS, signal and lighting plans; natural stream design and SWPPP plans; and utility plans. These plans shall be uploaded to FileNet by the respective Divisions for use by the Design Lead to include in the submittal packet. All items listed below should be addressed before compiling the plan sets.

|  |  |  |
| --- | --- | --- |
| **YES** | **N/A** |  |
|  |  | A Plans Assembly check needs to be completed prior to submitting final plans. It is the responsibility of the Designer to review the final plans to ensure that sheet numbers are correct according to the index and are in order; pdf pages rotated correctly; PDF sheet sizes for pdfs created from ORD are correct according to current CADD sheet sizes; PDF sheet sizes for scanned in sheets are 34” x 22”; and indexes set up correctly prior to turn in. |
|  |  | Check TDOT 360 - Project Online for any changes to the R.O.W. and Construction project numbers on all PS&E plan sheets and project commitments |
|  |  | Check the latest Instructional Bulletins to ensure that there is no change in standard drawings that may affect the plans. |
|  |  | Final PS&E plans shall address all comments received at the Site, Functional, PIH, and PS&E Field Reviews, and those received from the SWPPP Consultant and Quality Assurance/Quality Control Section. |

For Final PS&E Plans submittal, the plan files shall be added to the zipped Final PS&E Submittal Package. This is in the form of an Adobe Portfolio PDF with individual files added. The order structure and naming convention is shown in *Table 1-12, Final PS&E Plans Submittal Package List*. See *Figure 1-12, Final PS&E Plans Submittal Package Example*. The naming convention for the submittal package shall be ***nnnnnn-nn*-FinalPS&E.pdf.** Refer to RDG Chapter 1-105.10 or the PDN 4RD1 for more information.

|  |  |  |
| --- | --- | --- |
| **Yes** | **N/A** |  |
|  |  | Original sealed Functional Design Title Sheet |
|  |  | Signed Traffic Management Plan |
|  |  | Complete sealed set of Roadway Plans as turned in for final PS&E |
|  |  | Bridge Plans, as applicable  Note: include Bridge Reference Documents if available |
|  |  | Geotechnical Plans, as applicable |
|  |  | ITS Plans, as applicable |
|  |  | Lighting Plans, as applicable |
|  |  | Natural Stream Design Plans, as applicable |
|  |  | Retaining Wall and Noise Wall Details Plans, as applicable |
|  |  | Signal Plans, as applicable |
|  |  | SWPPP Plans, as applicable |
|  |  | Utility Plans, as applicable |
|  |  | Signed PS&E Checklist |

**Flattened Plan Set**

For the flattened Final PS&E Plans document, create a flattened PDF with all divisional plans combined into one PDF. Follow this guide when [Creating the Flattened Plan Set.](https://www.tn.gov/content/dam/tn/tdot/roadway-design/documents/design_guidelines/rdg_pdn/Creating%20the%20Flattened%20Plan%20Set.pdf) This Flattened Plan Set shall include plan sets from the following disciplines, if applicable: Roadway Design, Structures (includes reference documents), Geotech, Traffic Design, Environmental, and Utilities. The naming convention for the submittal document shall be ***nnnnnn-nn*-FinalPS&E-Flattened.pdf.**

Refer to RDG Chapter 1-105.10 or the PDN 4RD1 for more information.

|  |  |  |
| --- | --- | --- |
| **Yes** | **N/A** |  |
|  |  | Complete sealed set of Roadway Plans as turned in for final PS&E |
|  |  | Bridge Plans, as applicable |
|  |  | Geotechnical Plans, as applicable |
|  |  | ITS Plans, as applicable |
|  |  | Lighting Plans, as applicable |
|  |  | Natural Stream Design Plans, as applicable |
|  |  | Retaining Wall and Noise Wall Details Plans, as applicable |
|  |  | Signal Plans, as applicable |
|  |  | SWPPP Plans, as applicable |
|  |  | Utility Plans, as applicable |
|  |  |  |

**Reports**

For Final PS&E Reports submittal, the zipped folder of all reports that are required for the project shall be added to the zipped Final PS&E Submittal Package. This is in the form of a zipped folder with individual files added. The reports that may be included shall be the Special provisions order, a grading report, the asbestos report, etc. The naming convention for the submittal package shall be ***nnnnnn-nn*-Reports.zip.** Refer to RDG Chapter 1-105.10 or the PDN 4RD1 for more information.

|  |  |  |
| --- | --- | --- |
| **Yes** | **N/A** |  |
|  |  | Special Provisions Order |
|  |  | Grading Report |
|  |  | Asbestos Report |
|  |  | Other (Description) |
|  |  | Other (Description) |
|  |  | Other (Description) |

**Structures Bridge Reference**

For the Structures Bridge Reference document, see section 4ST1 in the PDN Manual. The naming convention for the submittal document shall be ***nnnnnn-nn*-StructuresBridgeReference.pdf.** Refer to RDG Chapter 1-105.10 or the PDN 4ST1 for more information.

|  |  |  |
| --- | --- | --- |
| **Yes** | **N/A** |  |
|  |  | Structures Bridge Reference |

**Utility Specification**

For Utility Specifications, see section 3UT3 in the PDN Manual. The naming convention for the submittal document shall be ***nnnnnn-nn*-UtilitySpecs.pdf.** Refer to RDG Chapter 1-105.10 or the PDN 3UT3 for more information.

|  |  |  |
| --- | --- | --- |
| **Yes** | **N/A** |  |
|  |  | Utility Specification |

**FINAL PREPARATION OF PS&E-ROADWAY PLANS**

For Final PS&E Package submittal, the complete package submittal shall be added to FileNet. This is in the form of a zipped folder with individual files added. The order structure and naming convention is shown in *Figure 1-13, Zipped “Complete Package” Final PS&E Submittal Package Example*. The naming convention for the submittal package shall be ***nnnnnn-nn*-FinalPS&EPackage.zip.** Refer to RDG Chapter 1-105.10 or the PDN 4RD1 for more information.

|  |  |  |
| --- | --- | --- |
| **Yes** | **N/A** |  |
|  |  | Design Files (.zip) |
|  |  | Estimates (.zip) |
|  |  | Final PS&E Plans (.pdf) |
|  |  | Flattened PS&E Plans (.pdf) |
|  |  | Reports (.zip) |
|  |  | Structures Bridge Reference (.pdf) |
|  |  | Utility Spec (.pdf) |