

The intent of this document is to give guidance on the re-let process, from a PS&E perspective. When the need for a re-let arises, District Production Management will typically coordinate with the Project Manager (PM), a new schedule will be established (i.e. new production, transmittal, and letting dates), and notification of a Letting Move will be distributed. PS&E involvement with a re-let will typically start after a new letting date has been determined.

After the Letting Move for a Re-let project has been approved:

- PM obtains a new proposal number from District Estimates
- PM updates the Key Sheet, Spec Package, and Estimated Quantities Report with the new proposal number and letting date
- Based on the new letting month, the PM will need to determine if the new letting month affects any Governing Standards/Specs, the Spec Workbook (including any mandatory specs), or Fiscal Year; and update the Plans as needed
- PM updates Trnsport (Designer Interface) to reflect any changes in Plans
- EOR must sign and seal any documents that have changed
- If the project is being re-advertised with the same proposal number, the PM prepares a Reissued Specifications Package (including the word "REISSUED" preceding the Specifications Package date, as applicable throughout the document)
- PM uploads the complete PS&E Package into the PS&E Module within ProjectSuite, including a new Contract File
- Submittal and review of a Re-let project follows the process outlined in the [PS&E Submittal Checklist](#) and [PS&E Submittal flowchart](#)