

## PRODUCTION/PS&E SUBMITTAL

*PS&E Submittal consists of the Final Plans, Specifications, and Estimate along with other required contract and transmittal documents. PS&E submittals must be made through the PS&E module within Project Suite Enterprise Edition (PSEE).*

- Transmittal Memo Details
  - Complete all applicable fields in the PS&E module; ensure all required fields are completed. Verify wage rates, project lengths, and EOR name/firm/phone number are accurate.
  - Under “Special Notes and Requirements,” include details that affect the advertisement: Alternative contracting, special provisions (TSPs, MSPs, Dev Specs), FGT, any special insurance requirements, BDI, Pre-bid conference info, or DBE % for cc7 packages
- Contract File Index Documents – Calendar Days Recommendation (Contract Time Memo), Certification for Construction (ROW Cert), Permit Transmittal Memo (Permits Clear), Preliminary Engineering Cert (only if federal funds), Railroad Clear Letter, Status of Environmental Certification, and Utility Certification (including FGT Encroachment Agreement, when applicable)
  - Only include the Construction Time Memo/Calendar Day Recommendation from District Construction. Do not include the calculation sheet.
  - Only include the Certification for Construction form (575-095-05). Do not include additional ROW documents, such as the “Non-Right of Way Certification” Memo.
  - For Utility by Highway Contractor (Phase 56) “goes with” projects, NO contract file is submitted
  - Preliminary Engineering Certification should be addressed to Sean McAuliffe and design project number used (i.e. Phase 31 or 32)
- PS&E Submittal Documents – Plans, Specs Package, Estimates Quantities Report, CADD files, and Technical Special Provisions
  - For Consultant projects, digitally signed Plans and Spec Package are required at time of Production/PS&E submittal (reference [FDM 130, Signing and Sealing Documents](#)). Digital signatures must be valid through Letting.
- Supporting Documents – CADD Certificate of Compliance, ITS Certification, Approved Sole-sourced/Proprietary Products Certification, Local Funding Agreement, MMOA, Landscape Exception approval, Project Edit Report, and Approved, Signed and Sealed Modified Special Provisions

Acceptance of the Production/PS&E Submittal kicks off the PS&E Review/Spec Phase. Specs and Estimates will email review comments separately. **After all Specs and Estimates comments have been addressed and plans/specs have been signed and sealed, the FDOT Project Manager submits the final package to the PSEE PS&E module** for the PS&E team to transmit to Central Office Final Plans or District Contracts.

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## CHANGE MEMO

*Pay item changes occurring during PS&E Review/Spec Phase, prior to transmittal, require a change memo.*

- [Change Memo](#) is available on the [Pre-Spec to Letting site](#)
- Indicate changed PrP (Trns\*port) / pay item notes IF there are any changes, transmit the changed PrP (Trns\*port) / pay item notes electronically, email in pdf format to D5-Spec Phase

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## REVISIONS

*Any plan, spec, or estimate changes occurring after the project has been accepted by Central Office (or transmitted to District Contracts) must be processed as a revision.*

- Follow the Revision Process which is available on the [Pre-Spec to Letting site](#) at: <http://www.fdot.gov/designsupport/Districts/D5/files/Specs/D5RevisionProcess.pdf>