

Production/PS&E Submittal Process

Project Manager (PM)	PS&E	Notes
		<p>PS&E submittal consists of the Final Plans, Specifications Package, Estimated Quantities Report, and Estimate (proper entries in Designer Interface) along with other required contract and transmittal documents, as outlined in the D5 PS&E Submittal Checklist: Pre-Spec Meeting to Letting site - PS&E Submittal Checklist</p>
		<p>Review package in accordance with D5 Acceptance Guidelines: D5 PS&E SharePoint - PS&E Acceptance Guidance</p>
		<p>Pay item changes occurring during PS&E Review/Spec Phase (prior to transmittal) require a change memo in order to transfer control of Trnsport/AASHTOware to the Designer for updates Pre-spec Meeting to Letting site - D5 Change Memo</p>
		<p>Resolve all Specs and Estimates comments prior to producing the signed and sealed package</p>
		<p>Submit transmittal package as outlined in the PSEE PS&E Module training: ProjectSuite - PS&E Package Module help</p>
		
		<p>Transmittal occurs once Specs, Estimates, and Final plans are approved in PSEE</p>