

PROJECT ENGINEER (PE) HOLD FILE CHECKLIST

Project Number: _____

Project Name: _____

Prepared by: _____ Date: _____

⚠ If the design is modified during the advertisement period, be sure to rerun/reprint files as necessary and provide updated information to Acquisitions.

The Designer provides the PE Hold File to the Construction Project Engineer according to P6 schedule and after receiving verification that Acquisitions has placed the final contract in the appropriate folder. Prepare per the following instructions:

Instructions for Preparing the PE Hold File

1. Prepare/copy and/or validate all required documents or information of Tables 1, 2, 3, and 4 to the appropriate ProjectWise folders per [WFL Project Folder](#) standards. Coordinate with other disciplines as necessary.
2. Copy the folders below to the USB drive. Use the same folder name and workflow as ProjectWise.
 - o HwyDesign
 - 10-Quantities Estimate and Schedule
 - 20-Design Documentation
 - 40-General Correspondence
 - 60-Design Deliverables to Construction
 - Section 152-Government Furnished Information
 - o Signoff
 - B-Signoff Documents
 - o Acquisitions
 - PS and E
 - Awarded Contract
 - Awarded Estimate
 - Physical Data
 - Plan Sheet PDF files
 - o Collaboration
 - Meeting Minutes
3. Provide the USB drive to the Project Engineer.
4. Email this checklist to the Project Engineer w/ cc to the HDM and COE.

Table 1
GENERAL INFORMATION
(PW\...\Project Folder\...\“folder”\)

Prepared By: DESIGNER

- Place and/or verify the files listed below are in the correct project folder on ProjectWise, as applicable.

Information	Discipline	ProjectWise Folder	✓ or NA
AGREEMENTS			
Match/Project Agreement	PM	60 – Design Deliverables to Construction	
Material Source Agreements	Design	60 – Design Deliverables to Construction	
Cooperating Agency Agreements	PM and Env	60 – Design Deliverables to Construction	
Right-Of-Way Portfolio	RW/U	Signoff/B-Signoff Documents	
Utility Portfolio	RW/U	Signoff/B-Signoff Documents	
DESIGN BOOK INFORMATION			
Quantity Support Calculations	Design	10-Quantities Estimate and Schedule	
Highway Design Standards	Design	20-Design Documentation	
Design Narrative (special design considerations)	Design	20-Design Documentation	
Letters	Design	40-General Correspondence	
Contact Information (phone/email/address) for Principal Contacts	Design	40-General Correspondence	
Field Review Memos and Trip Reports	Design	Collaboration\Meeting Minutes	
PE Hold File Checklist (this document)	Design	60 – Design Deliverables to Construction	
TECHNICAL REPORTS			
Pavement Recommendation Memo	Materials	60 – Design Deliverables to Construction	
Hydraulics Recommendation Memo	Hydraulics	60 – Design Deliverables to Construction	
Environmental Commitment Summary	Environment	Signoff/B-Signoff Documents	
Environmental Decision Document (Cat Ex, EA/FONSI)	Environment	Signoff/B-Signoff Documents	
Geotechnical Reports	Geotechnical	Acquisitions\PS and E\Physical Data\ *	
Other Special Reports not included in Physical Data	Various	60 – Design Deliverables to Construction	
OTHER DESIGN REPORTS			
Important Notice Letter (.DOCX)	Design	01-CADD\Design	
Georeferenced PDFs (PDF) (provide when requested by Construction and only when a KNOWN Geographic Coordinate System is used)	Design	60 – Design Deliverables to Construction	

* – Provided after Award

Table 2**PHYSICAL DATA – Provided at SIGNOFF**(Physical Data per [WFLHD Supplement 9.6.10-2](#))

Prepared By: DESIGNER

- Confirm which files are applicable to the project and that were provided to Acquisitions in the ... \Project Folder\Signoff\C-Physical Data\... folder.
- Files provided at project Signoff to Acquisitions in the ... \Project Folder\Signoff\C-Physical Data\... folder will be posted on SAM.gov for Advertisement. After Award, Acquisitions will place the files in the ... \Project Folder\Acquisitions\PS and E\Physical Data\... folder.

Prepared By: CONSTRUCTION (PROJECT ENGINEER)

- Confirm the contractor has located these files from SAM.gov. These files are made available during Advertisement.

Information	Format	Discipline	ProjectWise Folder	✓ or NA
Proposed horizontal and profile alignment(s) report	PDF	Design	Acquisitions\PS and E\Physical Data\	
	LandXML	Design	Acquisitions\PS and E\Physical Data\	
Cross-sections ^[1]	PDF	Design	Acquisitions\PS and E\Physical Data\	
Culvert Cross Sections ^[1]	PDF	Design	Acquisitions\PS and E\Physical Data\	
Earthwork end area volume report	PDF	Design	Acquisitions\PS and E\Physical Data\	
Superelevation Report	PDF or XLSX	Design	Acquisitions\PS and E\Physical Data\	
Proposed Finished surface	LandXML	Design	Acquisitions\PS and E\Physical Data\	
Proposed 3D Breaklines	DXF	Design	Acquisitions\PS and E\Physical Data\	
Existing Ground Surface	LandXML	Design	Acquisitions\PS and E\Physical Data\	
Control Point Coordinates	XLSX	Design	Acquisitions\PS and E\Physical Data\	

Footnotes:

^[1] Provide labeled subgrade cross sections at necessary inflection points.

Table 3

GOVERNMENT FURNISHED INFORMATION – Provided After AWARD

(Provide remaining data listed in SCR 152.04(b) that was not provided in Table 2)

Prepared By: DESIGNER

- Prepare the following files, as applicable, and place in the ...*Project Folder*\HwyDesign\60 – Design Deliverables to Construction\Section 152-Government Furnished Information\... folder.
- Data obtained from OpenRoads Designer (ORD)
- Provide PDF documents with a cover sheet
- See [ORD Manual](#) for further information
- Use the filenames below with the [project identifier “code”](#) as a prefix.

Prepared By: CONSTRUCTION (PROJECT ENGINEER)

- Provide files to the contractor after Award.

Information	Format	Discipline	File Naming Convention	ProjectWise Folder	✓ or NA
Clearing limits (based on theoretical catch points)	PDF or XLSX	Design	<i>code_clearing-limit.pdf</i> (or .xlsx)	60 – Design Deliverables to Construction	
Construction staking notes containing points at centerline, shoulders, and theoretical slope stake catch	PDF or XLSX	Design	<i>code_construction-staking-notes.pdf</i> (or .xlsx)	60 – Design Deliverables to Construction	
X, Y, Z coordinates Subgrade (Blue tops) XYZ Report	PDF or XLSX	Design	<i>code_XYZ_base.pdf</i> (or .xlsx)	60 – Design Deliverables to Construction	
X, Y, Z coordinates Intermediate Grade (Yellow tops) XYZ Report	PDF or XLSX	Design	<i>code_XYZ_inter.pdf</i> (or .xlsx)	60 – Design Deliverables to Construction	
X, Y, Z coordinates Final Grade (Red tops) XYZ Report	PDF or XLSX	Design	<i>code_XYZ_final.pdf</i> (or .xlsx)	60 – Design Deliverables to Construction	

Table 4
INFORMATION PROVIDED BY ACQUISITIONS – Provided at After AWARD

Prepared By: DESIGNER

- Confirm which files are applicable to the project and provided to Acquisitions in the ... \Project Folder\Signoff\C-Physical Data\... folder.
- Files provided at project Signoff to Acquisitions in the ... \Project Folder\Signoff\A-PSE\... folder will be posted on SAM.gov for Advertisement. After Award, Acquisitions will place the files in the appropriate ... \Project Folder\Acquisitions\PS and E\... folders.

Prepared By: CONSTRUCTION (PROJECT ENGINEER)

- Confirm the contractor has located these files from SAM.gov. These files are made available during Advertisement and/or provide to the contractor.

Information	Format	Discipline	ProjectWise Folder	✓ or NA
Awarded Contract	PDF	Acquisitions	Acquisitions\PS and E\Awarded Contract	
Contractor Questions & Answers (Q&A) - Q&A asked during Advertisement	XLSX	Acquisitions	Acquisitions\PS and E\Awarded Contract	
Awarded Special Contract Requirements - Includes amendments	DOCX	Acquisitions	Acquisitions\PS and E\Awarded Contract	
Awarded Estimate - Available via EEBACS		Acquisitions		
Physical Data - Information provided during Signoff	Various	Acquisitions	Acquisitions\PS and E\Physical Data\	
Awarded Plan set - Includes amended pages	PDF	Acquisitions	Acquisitions\PS and E\Physical Data\	

Acquisitions will also provide paper copies of the Plans and Contract to Construction.