

WFLHD SUPPLEMENT 9.6.4.5-1

9.6.4.5 PS&E Approval and Authorization

This Supplement describes the WFLHD process for final approval of the PS&E package and hand-off to Acquisitions for preparation of the solicitation package.

Add the following:

9.6.4.5.1 PS&E Package Signoff Process

A complete PS&E is one that has all design deliverables completed (including supporting documentation), permits obtained, Right-of-Way and Utilities certifications acquired, partner concurrence, and is ready to advertise.

In some cases, a PS&E may be advanced to the Chief of Engineering for approval without permits, Right-of-Way Certification, or Utility Certification. In this case, the Plans or Special Contract Requirements must include conditions that address the incomplete elements. The Project Manager tracks the status of the conditions, and once the conditions are met, the solicitation or contract will be amended or modified.

Funds must be available for obligation before submitting the PS&E to the Chief of Engineering for approval.

A. Signoff Folder in ProjectWise

Place Signoff documents in the project's [Signoff folder](#) in ProjectWise. The [Signoff Package to PS&E Checklist](#) lists all required documents and:

- Provides a summary of the Signoff documents;
- Indicates when specific items are required;
- Indicates which folder to place the document;
- Provides instructions for completing the forms; and
- Provides links to template copies of the documents, when available.

All CFT disciplines have permission in the Signoff folder to place their final deliverables.

Prepare the plan Title Sheet for signature according to [Supplement 9.6.4.4-1](#).

Do no further work on project documents once the package has been moved to the Signoff folder.

B. Functional Manager Concurrence

Once all the Signoff documents are placed in the project's ProjectWise Signoff folder, the PM will request Functional Managers to digitally sign the *WFLHD-2*, [PS&E Assembly and Review](#). If revisions to the PS&E are required, the revisions will be made prior to submitting the package for the Quality Assurance Team Review.

C. Quality Assurance Team Review

The PM will electronically provide the PS&E package to the Quality Assurance Team who will perform a review to ensure the package's readiness for advertisement. Any edits to the Plans, Specifications, or Estimate will be done by the Designer.

D. Signoff Book for Chief of Engineering Review

The Designer coordinates creation of the *Signoff Book for Chief of Engineering Review* using office support staff. The book has a [Cover and Table of Contents](#) personalized for the specific project needs. The book consists of printed copies of PDF or DOCX files from the project Signoff folder. Place a table of contents in the binder, listing the following documents in this order:

1. General
 - a. WFLHD-2, PS&E Assembly and Review
 - b. Highway Design Standards (previously signed)
 - c. Engineer's Estimate
 - d. Contract Time w/support, including LD calculations
 - e. Construction Engineering budget
 - f. Notice to Bidders
2. Special Contract Requirements
3. Environment
 - a. Environmental Commitment Summary
 - b. Cat Ex or EA/FONSI
4. Procurement
 - a. Options Justification
 - b. Waiver from Sealed Bid
 - c. Sole Source Justification
 - d. Brand Name or Equal Justification
 - e. Economic Price Adjustment Memo
 - f. Adjacent / Virtually Adjacent Memo
5. Plans (not in binder except for letter sized plans)

E. Chief of Engineering Approval

The Project Manager presents the Signoff Book to the Chief of Engineering for review and final approval.

The Chief of Engineering will digitally sign the Plans in ProjectWise according to [Supplement 9.6.4.4-1](#). The Chief of Engineering will sign the Letter of Authorization and send it to Finance with copy to the Project Manager. The Project Manager will place the Letter of Authorization signed by Finance in ProjectWise.

F. Submission to Acquisitions

The Project Manager will change the ProjectWise state to "*Acquisitions*", then provide Acquisitions with a link to the folder informing them that the documents are released for their use.