PS&E PROCEDURE

After the necessary corrections from the Final Design Review have been made, the Bridge Section shall publish a PS&E letter of acceptance. Form letters for ITD in-house projects, ITD consultant projects, and LHTAC projects are at X:Form Letters.

In the transmittal letter for consultant & LHTAC projects, the Bridge Section will include an estimate of man-hours for checking shop plans and construction drawings.

The final cost estimate shall be prepared using the Bridge Section Cost Estimate database program and a copy of the estimate shall be included with the transmittal letter.

The transmittal letter, electronically stamped plans, cost estimate, special provisions, quantity calculations, and construction cpms shall be posted on ProjectWise in the Bridge/PS&E folder for the project.

An e-mail shall be sent to the District project manager and all others noted for distribution on the form letter.

Revisions:
Oct 2016    Added new article.
Nov 2019    Deleted reference to who can prepare the cost estimate.