

District Reviewer: \_\_\_\_\_

CCSJ: \_\_\_\_\_

**100% PS&E SUBMITTAL CHECKLIST** (rev 9.14.21)

**REQUIRED SUBMITTAL DOCUMENTS:**

- Form 1002 – latest version (<http://txeform/eFormsWorkspace/>), all sections filled in, Page 3 signed
- Certifications for Utilities, ROW, Encroachment, Relocation, and Railroad (all signed)
  - 000 spec(s) approved and in speclist (if applicable)
- Engineer’s Estimate – correct bid item quantities/prices, bridges, and force accounts (lump sum = 1)
- Engineer’s Sign, Seal & Date Supplemental Sheet (now only needed if there is more than one sealing engineer – please submit a page for each sealing engineer)
- Construction Schedule – signed/dated, and includes correct start & finish dates
- Form 2229 Significant Project Procedures     Form 2699 APSLD (for 4R/3R/HE/SA projects)  
As applicable:     Value Engineering Study Form 2502     Interstate Highway Design Exceptions  
                           Mandatory Pre-Bidder Conference Approval Request through DES

---

**TxDOT CONNECT (notify DES reviewer of any issues):**

- Location** screen – Project is mapped correctly (all CSJ’s)     Proposed Bridges table filled in  
**Project Details** screen:     Environmentally Clear (verify all CSJ’s)
  - Pedestrian/Bicycle Facilities section filled in (bid items must have category of work “Pedestrian”)
- Letting** screen, Contract Summary section – Type of Work, Contract Limits, Contract #, Preservation/Mobility
- Engineer’s Estimate** screen – all bid items have quantity and price     Estimate in Division Control
  - Correct Design Standard, TxDOT/Consultant Design, Waiver Flag, Responsible Division
  - Correct Bid Type, Working Days, Total Contract Cost, Proposal Guarantee
  - Mobilization bid item has Category of Work “Mobilization” (not “Roadway”) & quantity totals 100%
  - All Bridge items have correct NBI number     All Utility items have correct utility number
  - Maintenance items (700’s) flagged as Federal Non-Participating
- Specifications List** screen – All required standard specs (with reference items), triple-zero provisions, special provisions & special specifications (<https://www.txdot.gov/business/resources/txdot-specifications.html>)
- Sealing & Summary** screen – All CSJ’s sealed, Mobilization adds up to 100%
- STIP** screen – All Federally-Funded CSJ’s STIP approved and show Phase approval for Construction
- Resources** screen – Construction Manager name, phone number, email
- Workflow, Forms & Templates** screen – Requests for specs and bid items are approved and processed
- Utilities** screen – All utilities, including non-reimbursable utilities, are input and current

---

**PROPOSAL:**

- Page 3 shows correct Project Number, Type of Work, Working Days & Proposal Guarantee
- Bid Item Inserts show no errors (no duplicate items, no price discrepancies)
- General Notes included in proposal (file in NOTES directory in Miramo) and match plan sheets
  - As applicable: Identify Modified Standard Sheets, Item 7 Traffic Generator Note, Item 8 Delay Start, Item 8 A+B, 502 Safety Contingency, 504 Field Office/Lab, 506 SW3P notes, 6185 TMA notes
- Speclist matches TxDOT Connect, all special provisions and special specifications attached correctly

---

**COMMENTS:**