

APPENDIX H STEPS IN PROCESSING DISTRICT PS&E TO DRAFT CONTRACT READY

1. DES-OE Area Senior assigns project to DES-OE Specification Engineer (SE).
2. Area Senior keys in negotiated Draft Contract Comments (DCC) and District Response (DR) dates in the project database.
3. SE will:
 - a. Obtain project plans from bin room.
 - b. Copy district Standard Special Provisions (SSP) and supporting documentation from Project Submittals folder on the OE fileserver into working project folder.
 - c. Provide electrical and landscape plans and request form to the Specialty Seniors.
 - d. Prepare job file.
 - e. Verify the PS&E submittal for potential problems. If the PS&E submittal is not complete enough to proceed with project review, the Area Senior will request the Scheduling Unit remove the "Complete PS&E" received date in the project database.
4. Highway, Electrical and Landscape SEs verify (review) the district PS&E's conformance to Section 1.3.6 of the RTL Guide and Section 6 of the RTL Certification. DCC will be developed from this verification.
5. SE logs into the Draft Contract Resolution Database (DCRD) by inputting project EA.
6. Highway, Electrical and Landscape SEs input and post respective comments in the DCRD.
7. Primary SE will e-mail the "Notification of DCC" memo to the district SE with a carbon copy to the personnel included in the memo. An electronic pdf of the memo is placed into working project files and a copy into the job file.
8. Electrical and landscape SEs will e-mail the SE and district SE with notification of posted comments.
9. Highway, Electrical and Landscape SEs key in respective DCC dates in the project database when all comments have been posted. The latest of these dates will become the actual DCC date in the project database.
10. Dates of the "Notification of DCC" memo and project database DCC date must correspond.

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11. District responds to the highway, electrical and landscape comments in the DCRD. Every comment must be replied to and posted by the district. District will e-mail SE and Area Senior when all replies are posted. Note: Structures SE will respond directly to DOE.
12. Highway, Electrical and Landscape SEs will:
 - a. Verify that all replies are complete and incorporate the revisions in the project plans and special provisions.
 - b. Key in respective DR dates in the project database. The latest of these dates will become the actual DR date.
 - c. DR date will not be entered until all comments are resolved, NSSPs approved, district submits applicable permits, agreements (not including coop agreements and encroachment permits), PCE, electronic information handouts and cross sections, RR clauses/memo, and PE seal sheets. Revisions to the estimate are made by the district and verified by the SE.
 - d. Resolve each complete thread of comment and reply by marking "Resolve" in the DCRD. The resolution of comment/reply constitutes agreement that the issue is resolved.
13. If a resolution to a comment cannot be met the Area Senior or SE will place the note "SE and DOE did not reach an agreement" in comment box and mark "Resolve" in the DCRD. The SE will also place e-mail documentation or notes from phone conversations in the job file.
14. Electrical and landscape SEs provide completed PS&E portion to the Highway SE then key in respective DR dates into the project database.
15. All comments must be resolved in the DCRD before a DR or Draft Contract Ready (DCR) date is given by SE.
16. Highway SE incorporates the specialty redlines and keys in the Plans Approval date in the SE Input layout.
 - a. The date should be the Monday's date of the week it is submitted to Project Plans Unit (PPU). Use the Tuesday's date if Monday is a holiday.
 - b. SE provides the completed redlined project plans with the index, sheet number and plans approval date to PPU for delineation.
 - c. PPU will provide the SE a hardcopy for verification (proofing). SE verifies that redlines are incorporated. SE will greenline and return to PPU if additional changes are needed. **KEEP THIS COPY FOR USE DURING LISTING PERIOD AND ADVERTISEMENT** for no other copy will be made.

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17. Primary SE will:

- a. Validate PS&E is complete.
- b. Key in the DCR date in the project database after the specialty groups have input their DCR date. If the specialty groups are involved, the latest of these dates will become the actual DCR date. Note: Once the Final DCR date is input into the project database, Section 6 of the RTL Certification is automatically checked.
- c. Prepare the DCR memo.
- d. E-mail the DCR memo and Special Provisions to the PE with a carbon copy to the personnel included in the memo.

18. The BEES unit will query the project database for DCRd projects on a weekly basis. Within the week they will:

- a. Lock the BEES.
- b. Download and print the BEES for item code check and assign a one-time item code.
- c. Make the one-time item code changes to the BEES and print a clean copy for the SE to check. This copy will be the final (green-lined) and pink-tagged copy in the Job File. SE will stamp, date and place tag on last page of BEES printout. There will be no other print provided.

19. The Scheduling Unit will notify the Area Senior and SE when project is deemed Ready to List (RTL).**20. As soon as project is RTL'd, the Area Senior will log in to the DCRD and update the project status by keying in a Closed Date. Dates of RTL in project database and Closed Date in DCRD must correspond.****21. The Area Senior will prepare a DES-Communication Change Document (CCD) to cancel advertisement, return to district or reject bids. If project is cancelled, returned or rejected, the project must be closed in the DCRD.**