



4-4 PS&E Deliverables, Review & Approval

The intent of the PS&E review is to assure that projects meet applicable Caltrans standards, policies and procedures. The OSFP Liaison Engineers perform the reviews with support from OSFP staff, DES functional units and Technical Specialists, and other departmental functional units.

When the various units issue their review comments, the Liaison Engineer reviews and consolidates the comments and sends to the consultant the final comments that must be addressed. The final comments are ordinarily noted on a set of red-marked plans and in various review memos and letters.

For typical projects, the review duration is six weeks for the Initial PS&E Submittal and four weeks for each subsequent submittal. Longer review durations may be required for projects with numerous, large, or complex structures. The Liaison Engineer will determine the exact review duration, as early in the project development stage as possible, in partnership with the District, consultant, sponsoring agency, and other Caltrans functional units that may be involved.

Deliverables required for the different PS&E reviews are shown below. The documents must be prepared in accordance to Caltrans standards, guidelines, and practices. The PS&E review process will not formally begin until all required PS&E documents are received. When submitted documents are unsatisfactorily prepared, the entire PS&E package may be returned for revision and the review terminated. The review period, with the full review duration, will restart once suitable documents are received.

Approval of a PS&E package will be dependent on all outstanding review comments being resolved for all documents in the package.

OSFP Oversight Signatures

Once the PS&E package is approved, the OSFP Liaison Engineer will sign and date the plans if advertisement is imminent.

For projects that will not advertise within approximately six months of approval, oversight signatures will be withheld from the plans and the Liaison Engineer will write a memo documenting the PS&E approval. When advertisement for these projects will finally occur, the consultant must update the project documents in accordance to “Updating Projects for Advertisement” elsewhere in this guide. Once the structure portion of the project is updated and found acceptable, the Liaison Engineer will sign and date the plans.

For locally advertised projects, the Liaison Engineer will send signed plans or tracings to the design consultant for final processing and printing.



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For State advertised projects, plans are printed for advertisement from electronic files and OSFP will electronically place oversight signatures on the plans. Sets of the plans and special provisions will be sent to the consultant once these documents are printed for advertisement.

Deliverables

The deliverables required for the different PS&E stages are shown below. Detailed requirements for each of these submittals are located in other sections in this manual.

<u>Item</u>	<u>Number of Copies for Each PS&E Stage</u> ¹		
	<u>Initial</u>	<u>Intermediate</u>	<u>Final</u> ³
Structure Plans-paper	13	13	6
Structure Plans-electronic (.dgn, .i) ⁵	1	1	1
Structure Plans-electronic (.pdf) ^{6,7}	1	1	1
Full Size Reproducible ⁸	--	--	1
Design Calculations	1	1	--
Check Calculations	1	1	--
Structure Special Provisions-paper ⁴	6	6	--
Structure Special Provisions-electronic (.doc) ^{4,6}	1	1	--
Memo to Specification Engineer/Estimator	3	3	--
Marginal Cost Estimate & Summary Sheets	2	2	--
Design and Check Quantity Calculations ²	2	2	--
Working Day Schedule ²	2	2	--
Final Hydrology/Hydraulics Report	4	--	--
Final Hydrology/Hydraulics Report-electronic (.pdf) ^{2,6}	1	--	--
Foundation Reports	6	6	
Foundation Report-electronic (.pdf) ⁶	1	1	
Road Plans-paper	3	3	1
Road Special Provisions-paper ⁴	4	4	1
Road Special Provisions-electronic (.doc) ⁴	1	1	1
Consultant Quality Control Statement	1	1	--
Resident Engineers Pending File	--	--	1
4-Scales-full scale paper prints ²	--	--	2

¹ The number of copies maybe conservative. Contact the OSFP Liaison Engineer for the exact number required.

² Only for projects advertised by Caltrans.

³ Number of copies shown assume that documents were reviewed and determined to be final in previous reviews.

⁴ Special Provisions must show all edits.

⁵ Electronic .dgn plan files must be on a separate CD from other electronic file types.

⁶ Electronic files, except electronic .dgn plan files, may be on the same CD.

⁷ One .pdf file per structure

⁸ For local advertised projects only. Full sized signed for local agency's use in printing for advertisement.