



TO: SUPERSEDED BY EI 74-076 EFFECTIVE 8/12/1974	 ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	Code: <u>EI 73-49</u> Date: <u>July 11, 1973</u> Supersedes: *
APPROVED:  <u>MALCOLM D. GRAHAM, DEPUTY CHIEF ENGINEER</u>	

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any TWX's relating to PS&E

Design Procedure Manual, Phase VI Procedure (7/15/70)

Letter to ALL REGIONAL DIRECTORS From M. D. Graham & W. G. Galloway dated 12/14/72 Re: TOPICS "PS&E Submission requirements." The body of this letter remains in effect.

This instruction establishes new Final PS&E submission requirements. This is being done to simplify Final PS&E submission requirements, to provide uniformity of submissions, and to provide all necessary materials. It will also provide a single reference for this subject. The original materials will be used for reproduction. The copies will be used for review by the Federal Systems Unit, the Structures Subdivision, the Traffic and Safety Division and the Final Plan Review Bureau. Distribution will be done by the Final Plan Review Bureau. PS&E must be in Albany 12 weeks before a scheduled letting. Project designers are responsible for seeing that the final PS&E submission is a complete and coordinated product. A PS&E consists of the following required materials:

A. FINAL PLANS

One (1) bound set of original tracings and four (4) sets of prints REF: HDM 21.02 (HDM = Highway Design Manual)

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B. 8-1/2" x 11" MATERIALS

One (1) unbound set of originals or reproducible copy and four (4) bound duplicate sets of the following:

1. Estimate including all shares REF: HDM 21.05, 21.06
2. Report on Design and Estimate REF: HDM 21.07
3. Special Notes REF: HDM 21.04
4. Special Specifications REF: HDM 21.03
5. Contract Liability Insurance Recommendation Form.
6. Project Description for Newspaper Use, Form AD102b
REF: Letter No. 67-83
7. Final PS&E letter of Transmittal which should include the following:
 - a. A detailed listing of what is being transmitted - indicate if plans or materials are to be added by others.
 - b. Type of contract, anticipated letting date.
 - c. Location Approval date.
 - d. Design Approval date.
 - e. Advance Detail Plan submission date.
 - f. Statement regarding resolutions from municipalities.
 - g. Statement regarding private utility agreements.
 - h. Statement regarding betterments on municipal utilities.
 - i. Status of Clearinghouse reviews.
 - j. Statement regarding historic, recreational, forest or fish and wildlife resources - Section 4(f) review.
 - K. Statement regarding railroad force accounts.
 - l. List of non-profit items.
 - m. Last minute problems.

All 8-1/2" x 11" materials must be assembled in order as listed above.

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C. DETAIL SHEETS

One (1) set of prints

REF: HDM 21.08

D. SIGN FACE LAYOUT SHEETS

One (1) set of prints

REF: HDM 21.09

If not done by computer

REF: HDM 11.10

(It is preferable to do this by computer- see EI 72-44)

E. UTILITY RELOCATION

A Final Utilities Inventory Report should be submitted directly to the Main Office Utilities Unit. The report should be accompanied by all utilities agreements not already submitted.

REF: EI 73-35 "Utility Relocation for Transportation Projects"