



TO: Director, Preliminary Plan Review Bureau SUPERSEDED BY EI 77-006 EFFECTIVE 2/2/1977		PREL. FINAL PHOTOGRAM. LANDSCAPE RECEIVED FACILITIES DESIGN DIVISION JUL 19 1976 CIRC. DESIGN FILE	 ENGINEERING INSTRUCTION NEW YORK STATE DEPARTMENT OF TRANSPORTATION
		SUBJECT: FINAL PS & E SUBMISSION Subject Code: 7.26-1	
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special		Code: EI 76-48 Date: 7/13/76 Supersedes: 74-76 75-34 MODIFIES EI 73-035 DATE 5/22/73	
APPROVED:  Director, FINAL PLAN REVIEW BUREAU			

This instruction functions as phase VI of the Design Procedure Manual. It modifies previous PS & E submission requirements. Detail sheets and sign face layout sheets are no longer required as part of the PS & E submission. The PS & E letter of transmittal is revised.

The PS & E submission should be received by the Main Office Final Plan Review Bureau twelve 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)

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

Five (5) sets of following:

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| 1. Estimate | REF: HDM 21.05, 21.06
Engineers' Est.
Program HE 71500
EI 74-99 |
| 2. Report on Design and Estimate | REF: HDM 21.07 |
| 3. Special Notes | REF: HDM 21.04, EI 75-56 |
| 4. Special Specifications | REF: DHM 21.03
EI 73-50, EI 75-56,
EI 75-81 |
| 5. Project Description for
Newspaper Use, Form AD102b | REF: Letter No. 67-83 |

All 8 1/2" x 11" materials should be assembled in the order listed above.

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C. PS & E LETTER OF TRANSMITTAL

The PS & E letter should transmit the PS & E to the Final Plan Review Bureau. Bridge painting projects should be sent to Highway Maintenance Subdivision. One (1) original and four (4) copies of the PS & E letter should be sent with the PS & E.

Additionally, copies of the PS & E letter should be sent to the following Main Office Units:

Capital Projects Coordination Bureau (all projects)
Facilities Design Utilities Unit (all projects)
Construction Subdivision (all projects)
Preliminary Plan Review Bureau (all projects)
Structures Design and Construction Subdivision (projects involving structures)
Soils Mechanics Bureau (projects involving soils)
Traffic and Safety Division (projects involving Safety Programs)
Landscaping Bureau (projects involving major landscaping)

The Final PS & E letter of Transmittal should include the following:

1. A detailed listing of what is being transmitted - indicate if plans or materials are to be added by others.
2. Type of contract, anticipated letting date.
3. Location Approval date.
4. Design Approval date.
5. Advance Detail Plan submission date.
6. Status of resolutions and agreements (Utilities, Participation, Betterments, etc.)
7. Status of Clearinghouse reviews.
8. Status of Section 4(f) review, Final Environmental Impact Statement or Negative Declaration.
9. Status of force accounts (Railroad, Utilities, etc.)
10. List of non-profit items.
11. List of agencies directly involved in construction, maintenance or ownership of the project.

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12. Statement whether supervision of construction is to be by State or Consultant forces.
13. Status of Right-of-Way maps.
14. Last Minute problems.

D. 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