


TO: Director, Preliminary Plan Review Bureau SUPERSEDED BY EI 79-029 EFFECTIVE 6/22/1979	<h1 style="margin: 0;">ENGINEERING INSTRUCTION</h1> <p style="margin: 0;">NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>
Distribution: <input checked="" type="checkbox"/> Main Office <input type="checkbox"/> Regions <input type="checkbox"/> Special	SUBJECT: FINAL PS&E SUBMISSION Subject Code: 7.26-1
APPROVED:  Director, FINAL PLAN REVIEW BUREAU	Code: <u>EI 78-48</u> Date: <u>8 16 78</u> Supersedes: EI 77-006 DATE 2/2/77 MODIFIES EI 73-035 DATE 5/22/73; EI 78-001 DATE 1/3/78

This instruction functions as phase VI of the Design Procedure Manual. It supersedes EI 77-6 and modifies the previous PS&E submission requirements as follows:

- A reference to EI 78-1 has been added to section A.
- Sections B5 and B6 have been added to incorporate changes resulting from EI's 77-55 and 78-1.
- A NOTE has been added to insure that an additional copy of PS&E material be submitted for all railroad projects.
- The Rail Projects Implementation Bureau has been added to the list of bureaus receiving a copy of the PS&E transmittal letter.
- C3 has been modified to include information regarding Reevaluation Statements for "old" projects.
- C11 has been modified to insure that outside agencies have received copies of the plans and specifications.
- C14 has been added regarding marketable forest products.
- C15 has been added regarding ownership transfer of the Engineer's Estimate.

The PS&E submission should be received by the 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 tracings and four (4) bound sets of prints.

REF: HDM21.02 (HDM = Highway Design Manual), EI 78-1.



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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:

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| 1. Report on Design | REF: HDM 21.07 |
| 2. Special Notes | REF: HDM 21.04,
EI 75-56 |
| 3. Special Specifications | REF: HDM 21.03,
EI 73-50, 74-23,
75-56, 75-81 |
| 4. Project Description for
Newspaper Use, Form AD102b | REF: Letter No. 67-83 |

This material should be assembled in the order listed above.

- Five (5) copies of the ENGINEER'S ESTIMATE-TITLE SHEET (Form C114-1) for each estimate share and the combined estimate. REF: EI 77-55.
- One (1) original and four (4) copies of the project location map. REF: EI 78-1.

NOTE: For all projects which involve railroads (RR grade separations, RR at-grade crossings, etc.) one additional copy of all PS&E data must be submitted for distribution to the Rail Project Implementation Bureau.

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:

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| Capital Projects Coordination Bureau | (all projects) |
| Facilities Design Subdivision | " " |
| Construction Subdivision | " " |
| Preliminary Plan Review Bureau | " " |
| Structures Design and Construction Subdivision | (projects involving structures) |
| Rail Projects Implementation Bureau | (all projects involving RR's) |
| Soils Mechanics Bureau | (projects involving soils) |
| Traffic and Safety Division | (projects involving Safety Programs) |

Landscaping Bureau (projects involving major landscaping)

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The Final PS&E letter of Transmittal shall 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, and State Environmental Quality Review Act Processing Determinations. This statement should include the number and date of the FHWA - approved final environmental document (EIS or Negative Declaration); date of the completed Reevaluation Statement (if necessary), and the date of FHWA concurrence with the Reevaluation.
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. Statement that the agency has received a copy of the P&S submission.
12. Statement whether supervision of construction is to be by State or Consultant forces.
13. Status of Right-of-Way maps.
14. Statement whether the project either has or does not have a total of five or more acres of forest cover containing marketable forest products. REF: EI 78-12.
15. Statement that the Engineer's Estimate has been finalized and is ready for ownership transfer. (Note: A message is to be sent via the computer terminal that the estimate files have been finalized no later than the date of PS&E transmittal, and preferably a week earlier. REF: EI 77-55.

DO NOT SUBMIT THE PLANS & SPECIFICATIONS UNTIL THE ESTIMATES ARE TRANSFERABLE.

16. 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.