


MODIFIED BY EI 79-042 EFFECTIVE 10/24/79 Preliminary Plan Review Bureau SUPERSEDED BY EI 80-016 EFFECTIVE 3/25/80	<h1>ENGINEERING INSTRUCTION</h1> <p>NEW YORK STATE DEPARTMENT OF TRANSPORTATION</p>
Distribution: <input checked="" type="checkbox"/> Main Office <input checked="" type="checkbox"/> Regions <input type="checkbox"/> Special	SUBJECT: FINAL PS&E SUBMISSION Subject Code: 7.26-1 <div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> PRELIMINARY PLAN REVIEW BUREAU JUN 5 1979 </div>
APPROVED:  M. Tezza, Director (Final Plan Review Bureau)	Code: EI 79-295 Date: 6/22/79 Supersedes: EI 78-48

This instruction functions as Phase VI of the Design Procedure Manual. It supersedes EI 78-48 and modifies the previous PS&E submission requirements as follows:

- The Contracts Bureau and the Real Estate Division have been added to the list of offices receiving a copy of the PS&E transmittal letter.
- Item C.6. has been expanded to include reference to the HDM and the number of copies required.
- Item C.7. has been expanded to inform us of major/nonmajor status of projects.
- Item C.8. has been rewritten to include report of noise abatement measures (if necessary) and status of permits. Reference to EI 79-27 has also been added.
- Item C.13. requests a statement on availability of right-of-way (and deletes status of ROW Maps).
- Item C.16. has been added to alert the Capital Projects Coordination Bureau of possible funding problems.
- Item C.17. has been added to indicate if an Official Order for a temporary detour is needed.
- Item C.18. has been added to insure that projects being let under specifications other than NYSDOT specifications meet State and Federal requirements.
- Item C.19. has been added for projects under Certification Acceptance.

The PS&E submission should be received by the Final Plan Review Bureau 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:

PREL.	FINAL
	LANDSCAPE
RECEIVED FACILITIES DESIGN SUBDIVISION JUL 05 1979	
CIRC.	
FILE	DESIGN

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A. FINAL PLANS

One (1) BOUND set of tracings and four (4) bound sets of prints RE: HDM 21.02 (HDM - Highway Design Manual), EI 78-1.

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 | RE: HDM 21.07 |
| 2. Special Notes | RE: HDM 21.04, EI 75-56 |
| 3. Special Specifications | RE: HDM 21.03, EI 73-50, 74-23, 75-56, 75-81 |
| 4. Project Description for Newspaper Use, Form AD-102b | RE: Letter No. 67-83 |

This material should be assembled in the order listed above.

5. Five (5) copies of the ENGINEER'S ESTIMATE - TITLE SHEET (Form C114-1) for each estimate share and the combined estimate. RE: EI 77-55.

6. One (1) original and four (4) copies of the project location map. RE: 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.

- Capital Projects Coordination Bureau (all projects)
- Facilities Design Subdivision " "
- Construction Subdivision " "
- Preliminary Plan Review Bureau " "
- Contracts 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)
- Real Estate Division (all projects involving acquisition of right-of-way)

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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
 - a. Examples of resolutions and agreements are given in Chapter 14 of the Highway Design Manual. The number of copies for each are also given.
 - b. The copies sent to the Main Office, usually 4, are filed: 1 in project file and 3 in Final Plan Review Bureau file.
7. Project determinations - FHWA concurrence date for:
 - a. Clearinghouse reviews.
 - b. Major/nonmajor project.
8. Give status of the following, when appropriate, include dates (RE: EI 79-27):
 - a. Final Environmental Impact Statement, Negative Declaration or Environmental Impact Statement Reevaluation.
 - b. Section 4(f)/106 involvement review.
 - c. Noise report - provisions for abatement measures.
 - d. State Environmental Quality Review Act determinations (SEQR)
 - e. Permits such as:
 - (1) Indirect Source Air Quality Permit (ENCON - PART 203)
 - (2) Corps of Engineer Permit - navigable waters - (Sect. 404)
 - (3) Coast Guard Permit
 - (4) Freshwater/Tidal Wetlands Permit (ENCON-IPDG # 19 & 21)
 - (5) State Pollutant Discharge Elimination System Permit (SPDES)
 - (6) Flood Plain hazard work permit (ENCON)
 - (7) Adirondack Park Agency permit (letter of compliance with Park use from APA)

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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 PS&E submission.
12. Statement whether supervision of construction is to be by State or Consultant forces.
13. Statement of availability of right-of-way.
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. RE: 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. RE: EI 77-55.

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

16. Statement whether or not the Engineer's Estimate exceeds the approved current work program cost estimate or action memorandum estimate by more than 10%.
17. Official Order Required: Indicate if an Official Order for a temporary detour is required per Section 42 of the Highway Law.
18. Projects being let under specifications other than NYSDOT specifications: Statement that the Region has reviewed the plans and specifications and that the proposed contract meets applicable State and Federal requirements.
19. Projects under Certification Acceptance - The Regional Director is to add the following statement: "I have had the plans for this project reviewed and am satisfied that the engineering requirements have been met." followed by his signature or his designated representative's.
20. 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. RE: EI 73-35.