



## **PS&E 1.0 Creation**

The PS&E 1.0 Creation flow walks users through creating and submitting a PS&E record.

 <b>Tasks</b> <span>3 Active</span>	 <b>Notifications</b> <span>0 Total</span>	 <b>Mail</b> <span>0 Total</span>
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STEP 3/14

Click **Design Phase**Click *Next* if already open**Next**

 Information  
No Image Available.

## Details

<b>Project Name</b>	<b>Administrator</b>	<b>Status</b>
Billys 2020 Test Project	<a href="#">Billy Sweeney</a>	Active
<b>Project Number</b>	<b>Hierarchy Path</b>	
T2020TEST	/DeIDOT/DOTS	

Self Help

## Links

- T2020TEST - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support
- General
- Design Phase
- Support Coordination
- PS&E**
- Contract Admin
- Construction Phase
- Document Manager
- Reports
- Admin

DelDOT > DOTS > T2020TEST

Summary

My Dashboard

<b>Tasks</b> <span style="font-size: small;">3 Active</span>	<b>Notifications</b> <span style="font-size: small;">0 Total</span>	<b>Mail</b> <span style="font-size: small;">0 Total</span>
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Image

STEP 4/14

Click **PS&E**

Click Next if already open

Back
Next

Information  
No Image Available.

Details

Project Name	Administrator	Status
Billys 2020 Test Project	Billy Sweeney	Active
<b>Project Number</b>	<b>Hierarchy Path</b>	
T2020TEST	/DelDOT/DOTS	

Self Help

Links

<b>Tasks</b> 3 Active	<b>Notifications</b> 0 Total	<b>Mail</b> 0 Total
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## Image

STEP 5/14

**Click PS&E Submission**

Click Next if already open

**Back** **Next**

Information  
No Image Available.

## Details

<b>Project Name</b>	<b>Administrator</b>	<b>Status</b>
Billys 2020 Test Project	Billy Sweeney	Active
<b>Project Number</b>	<b>Hierarchy Path</b>	
T2020TEST	/DelDOT/DOTS	

Self Help

## Links

T2020TEST - Home

DelDOT &gt; DOT5 &gt; T2020TEST

## PS&amp;E Submission

+ Create

Actions

View:

All Records

Record No.

Status

Creator

Creation Date

Review	Rose Heinlein	09/12/2023 08:54 AM
Review	Rose Heinlein	09/11/2023 10:54 AM
	Prath Mehta	04/04/2023 11:43 AM

STEP 6/14

Click Create

***Input project information into AASHTOWear before creating a PS&E record. If AASHTOWear has not been updated, close this flow and return once it has been updated.***

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Self Help



## ▼ Draft Proposal Request

Please include the following if applicable:

- Breakout Sheets
- Road User Cost Information
- DBE Goal (Federal Projects only)
- OJT Requirement (Federal Projects only)

Comments regarding Draft Proposal

## ▼ Special Provisions

Please ensure Revised Specs, if any, have been provided to Engineering Support.

Any modifications to Special Provisions needed?

- Yes  No

If modifications are needed please provide information:

STEP 7/14

You are currently in the **Draft Proposal** step in the PS&E workflow.

Once all information has been added to this form, the record will move forward to Engineering Support for Draft Proposal/Review.

Click *Next* to proceed

Back

Next

Hide

Clear

Post



Information

No Comments are available.

## ▼ Draft Proposal Request

Please include the following if applicable:

- Breakout Sheets
- Road User Cost Information
- DBE Goal (Federal Projects only)
- CJT Requirement (Federal Projects only)

Comments regarding Draft Proposal

## ▼ Special Provisions

Please ensure Revised Specs, if any, have been provided to Engineering Support.

Any modifications to Special Provisions needed?

Yes  No

If modifications are needed please provide information:

## > Project Info

## > Admin Only

STEP 8/14

**Provide comments for the Draft Proposal, as needed.**

Disregard any documents listed in this section that do not apply to this project, or that are not finalized at this point in time.

Click *Next* to proceed

[Back](#)

[Next](#)

Hide



Information

No Comments are available.

Draft Proposal Documents

## ▼ Draft Proposal Request

Please include the following if applicable:

- Breakout Sheets
- Road User Cost Information
- DBE Goal (Federal Projects only)
- CJT Requirement (Federal Projects only)

Comments regarding Draft Proposal

## ▼ Special Provisions

Please ensure Revised Specs, if any, have been provided to Engineering Support.

Any modifications to Special Provisions needed?

Yes  No

If modifications are needed please provide information:

> Project Info

> Admin Only

Comments Linked Records Linked Mail 



Hide

**STEP 9/14** ✕

Will modifications be made to any of the Special Provisions? Select the applicable response from the radio buttons.

Click Next to continue



Information

No Comments are available.



Draft Proposal Documents

## ▼ Draft Proposal Request

Please include the following if applicable:

- Breakout Sheets
- Road User Cost Information
- DBE Goal (Federal Projects only)
- CJT Requirement (Federal Projects only)

Comments regarding Draft Proposal

## ▼ Special Provisions

Please ensure Revised Specs, if any, have been provided to Engineering Support.

Any modifications to Special Provisions needed?

Yes  No

If modifications are needed please provide information:

> Project Info

> Admin Only

Comments Linked Records Linked Mail 

 ▼

Hide

Clear

Post

STEP 10/14 ×

If **modifications** are needed to any **Special Provisions**, list the **name of the Special Provision** along with the **changes** in this field.

Click **Next** to continue

Back

Next

No Comments are available.

Draft Proposal

Documents

STEP 11/14

Ensure that all documents related to the project, have been added from the Document Manager.

For assistance with uploading documents, open the flow entitled *PS&E 1.1 Adding Documents to the PS&E record*

Click Next to proceed

Back

**Draft Proposal Request**

Please include the following if applicable:  
- Breakout Sheets  
- Road User Cost Information  
- DBE Goal (Federal Projects only)  
- OJT Requirement (Federal Projects only)

Comments regarding Draft Proposal

Text input area for comments regarding the draft proposal.

**Special Provisions**

Please ensure Revised Specs, if any, have been provided to Engineering Support.

Any modifications to Special Provisions needed?

Yes  No

If modifications are needed please provide information:

Text input area for providing information if special provisions modifications are needed.

**Project Info**

**Admin Only**

Comments Linked Records Linked Mail

Large empty text area for comments.

Hide Clear Post



Information  
No Comments are available.

# Create New PS&E Submission

Draft Proposal Documents

## ▼ Draft Proposal Request

Please include the following if applicable:

- Breakout Sheets
- Road User Cost Information
- DBE Goal (Federal Projects only)
- CJT Requirement (Federal Projects only)

Comments regarding Draft Proposal

## ▼ Special Provisions

Please ensure Revised Specs, if any, have been provided to Engineering Support.

Any modifications to Special Provisions needed?

Yes  No

If modifications are needed please provide information:

## > Project Info

## > Admin Only

STEP 12/14 Send Save ≡

Click **Send** to send the PS&E record to Engineering Support for the Draft Proposal

Back

Comments List



Hide

Clear

Post



Information

No Comments are available.

# Create New PS&E Submission

Draft Proposal Documents

## Draft Proposal Request

Please include the following if applicable:

- Breakout Sheets
- Road User Cost Information
- DBE Goal (Federal Projects only)
- COT Requirement (Federal Projects only)

Comments regarding Draft Proposal

## Special Provisions

Please ensure Revised Specs, if any, have been provided to Engineering Support.  
Any modifications to Special Provisions needed?

Yes  No

If modifications are needed please provide information:

> Project Info

> Admin Only

## Workflow Action Details

### Action Details

Workflow Actions \*

Submit

Send For

ES Prepare Draft Proposal/Revision

To

Rose Heinlein, Engineering Support

CC

Start typing for suggestions

### Due Date Details

Task Due Date



Task Due Date is not available

STEP 13/14

**Click Send**

Back

Send Save



Linked Records Linked Mail

Hide



Information

No Comments are available.

Draft Proposal Documents

**▼ Draft Proposal Request**

Please include the following if applicable:

- Breakout Sheets
- Road User Cost Information
- DBE Goal (Federal Projects only)
- CJT Requirement (Federal Projects only)

Comments regarding Draft Proposal

**▼ Special Provisions**

Please ensure Revised Specs, if any, have been provided to Engineering Support.  
Any modifications to Special Provisions needed?

Yes  No

If modifications are needed please provide information:

**> Project Info**

**> Admin Only**

Comments Linked Records Linked Mail

Hide

STEP 14/14 ×

Notification

Click **OK**

[Back](#)



Information

No Comments are available.

Draft Proposal Documents

**Draft Proposal Request**

Please include the following if applicable:  
- Breakout Sheets  
- Smart User List Information  
- DDE Goal (Federal Projects only)  
- CUI Requirement (Federal Projects only)

Comments regarding Draft Proposal

**Special Provisions**

Please ensure Revised Specs, if any, have been provided to Engineering Support.  
Any modifications to Special Provisions needed?

Yes  No

If modifications are needed please provide information:

**Project Info**

**Admin Only**

Comments Linked Records Linked Mail

Hide  Clear

The PS&E Record has been submitted.

**DO NOT** submit another PS&E record.

For questions on this record, please contact Karynn Reed or Bob Kovacs.



Information

No Comments are available.