



## **PS&E 2.0 Draft Proposal Review**

The purpose of the PS&E 2.0 PM Draft Proposal Review flow is to guide Design Reps through the Draft Proposal Review

- T202106201 - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support >
- General >
- Design Phase >
- Construction Phase >
- Document Manager >
- Reports >
- Admin >

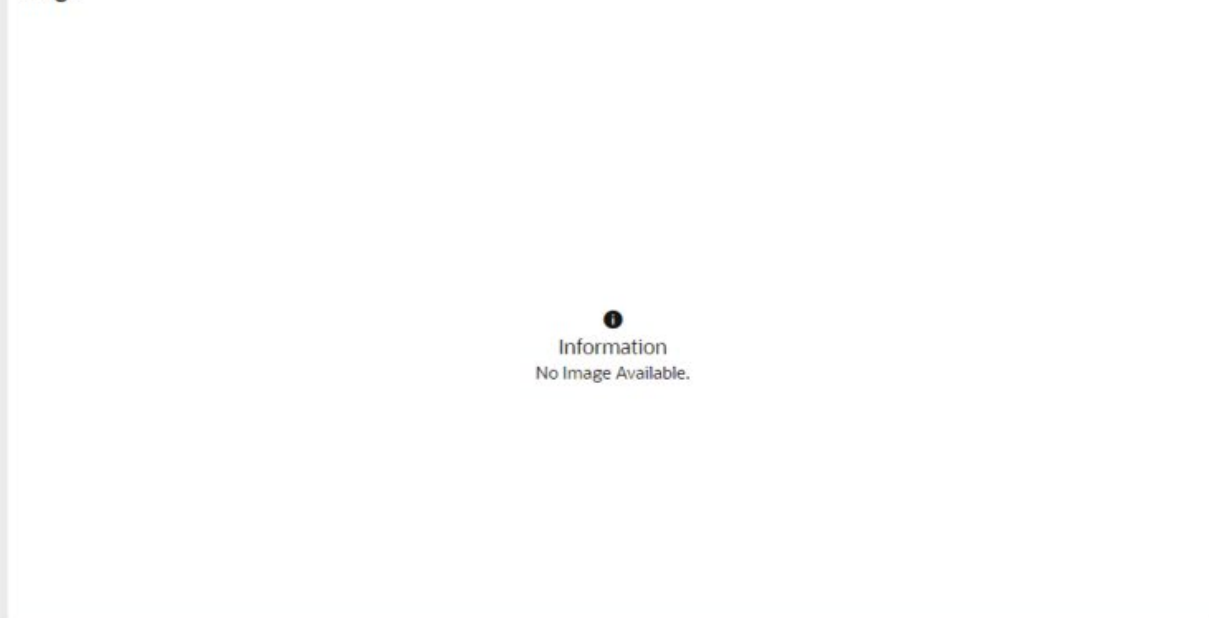
DelDOT > DOTS > T202106201

Summary

<b>Tasks</b>	7 Active	<b>Notifications</b>	Total	<b>Mail</b>	0 Total
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STEP 1/19  
Click the + symbol to open a new project

Image



Details

<b>Project Name</b> Pavement & Rehabilit...	<b>Administrator</b> Billy Sweeney	<b>Status</b> Active
<b>Project Number</b> T202106201	<b>Hierarchy Path</b> /DelDOT/DOTS	

Links

- T202106201 - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support
- General
- Design Phase
- Construction Phase
- Document Manager
- Reports
- Admin

DeIDOT > DOTS > T202106201

Summary

Tasks

Image

Search by Name or Number...

Recent Locations	Bookmarks	Key Locations
T202106201	No items to display.	Company Workspace
T201707108		DeIDOT
T202204302		
T202380208		
T202307801		
DeIDOT		
T202306501		
T201651201		
T202207401		
T202106201		

STEP 2/19

Type the **Project Name** or **Number** or select from the **Recent Locations**

Click **Next** to proceed

**Next**

Information No Image Available

My Dashboard

0 Total

Administrator	Status
Billy Sweeney	Active

Hierarchy Path /DeIDOT/DOTS

Links

- T2020TEST - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support >
- General >
- Design Phase >**
- Construction Phase >
- Document Manager >
- Reports >
- Admin >

**Tasks** 3 Active | **Notifications** 0 Total | **Mail** 0 Total

Image

STEP 3/19

Click **Design Phase**

Click *Next* if already open

**Next**

Information  
No Image Available.

**Details**

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

**Links**

Self Help

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

Summary

**Tasks** 3 Active
**Notifications** 0 Total
**Mail** 0 Total

Image

STEP 4/19

Click **PS&E**

Click Next if already open

Back Next

Information  
No Image Available.

Details

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

Links

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

Summary

<b>Tasks</b> 3 Active	<b>Notifications</b> 0 Total	<b>Mail</b> 0 Total
--------------------------	---------------------------------	------------------------

Image

STEP 5/19

**Click PS&E Submission**

Click Next if already open

Back Next

Information  
No Image Available.

Details

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

self help

Links

- T2020TEST - Home
- Tasks
- Drafts
- Notifications
- Directory
- Support
- General
- Design Phase
  - Support Coordination
  - PS&E
    - PS&E Submission
    - Contract Admin
  - Construction Phase
  - Document Manager
    - Documents
    - Unpublished Docume...
  - Recycle Bin
  - Reports
  - Admin

### PS&E Submission

+ Create Actions View: All Records [edit] [refresh] [print] [search] [filter] [help]

Record No.	Status	Creator	Creation Date
PSE-0004	ES_Prepare_Draft	Rose Heinlein	09/18/2023 11:23 AM
PSE-0003	PM_Draft_Review	Rose Heinlein	09/12/2023 08:34 AM
PSE-0002	PM_Draft_Review	Rose Heinlein	09/11/2023 10:54 AM
PSE-0001	In_Review	Prath Mehta	04/04/2023 11:43 AM

STEP 6/19

**Double-click on the applicable record. The status of the record should be **PM\_Draft\_Review****

Back

Total: 4

# Support Requests

## Support Requests

### Task Details

From  
Rose Heinlein

To  
Whatfix Whatfix

Sent For  
Requestor Confirmation

### Request Details

Title	Priority
Rose Test	High
Request Type	Business Process
System Errors	Report
Requested By	Browser
Rose Heinlein	Apple Safari - iPad

### Request Description

Please provide as much detail for the description as possible. Please be sure to attach any applicable screen shots. Ex: Error or Alert messages, forms, workflows or logs, etc.

Description

This is a Test for the Whatfix Flow

STEP 7/19

Click **Accept**

Back Next

Accept Decline

Attachments Comments Linked Records Linked Mail Workflow Prog > [ ]



Information  
No Attachments.



# PS&E Submission

Send Save



PS&E Submission Documents

## ▼ Draft Proposal Approval

While reviewing and working on changes to the draft proposal with Engineering support, select No.

Once the draft proposal is approved by the PM, select Yes to enter the information in the Statements and Additional information sections below for the official PS&E process to be sent to Engineering Support.

Does the Project Manager approve the Draft Proposal? \*

Yes  No

Required

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:

Comments Linked Records Linked Mail Workflow P >

STEP 8/19

Provide a response for the Draft Proposal Approval.

If 'No' is selected the record will be sent back to Engineering Support for revisions.

Click Next to proceed

Back

Clear

Post



Information

No Comments are available.

# PS&E Submission

Send Save 

PS&E Submission Documents

## ▼ Draft Proposal Approval

While reviewing and working on changes to the draft proposal with Engineering support, select No.

Once the draft proposal is approved by the PM, select Yes to enter the information in the Statements and Additional information sections below for the official PS&E process to be sent to Engineering Support.

Does the Project Manager approve the Draft Proposal? \*

Yes  No

Required

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:

Comments Linked Records Linked Mail Workflow P > 

 ▼

Clear

Post

Self Help 

STEP 9/19 ×

Provide any necessary comments regarding the Draft Proposal. This information will be crucial if revisions are need.

Click Next to proceed

Back Next



Information

No Comments are available.

Yes  No

Comments regarding Draft Proposal

[Empty text area for comments]

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:

[Empty text area for modifications]

Statements

Environmental Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Environmental Statement Remarks ⓘ

[Empty text area for environmental remarks]

Right of Way Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Right of Way Statement Remarks ⓘ

[Empty text area for right of way remarks]

Utility Statement Attached? \*

Yes  No

Utility Statement Remarks ⓘ

[Empty text area for utility remarks]

[Empty comment box]

[Attachment icon]

Clear Post

STEP 10/19

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

Click Next to continue

Back Next

self help [Icon]

09/12/2023 08:29 A

Yes  No

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:

**Statements**

Environmental Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Environmental Statement Remarks

Right of Way Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Right of Way Statement Remarks

Utility Statement Attached? \*

Yes  No

Utility Statement Remarks

Posted by:

Rose Heinlein, Delaware Department of Transportation 09/12/2023 08:29 A

Add comments here

STEP 11/19

**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](#)

Self Help

**Draft Proposal Approval**

While reviewing and working on changes to the draft proposal with Engineering support, select No.

Once the draft proposal is approved by the PM, select Yes to enter the information in the Statements and Additional information sections below for the official PS&E process to be sent to Engineering Support.

Does the Project Manager approve the Draft Proposal? \*

Yes  No

Comments regarding Draft Proposal

Text input field 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 field for providing information if modifications are needed.

**Statements**

Environmental Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Environmental Statement Remarks ⓘ

Text input field for environmental statement remarks.

Right of Way Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Right of Way Statement Remarks ⓘ

Text input field for right of way statement remarks.

Large empty text area for comments.



Clear Post

Posted by: Show All

Rose Heinlein Delaware Department of Transportation

09/12/2023 08:29 A

Add comments here

self help

STEP 12/19

The Statements block lists all possible statements that may be used on a project. Review each Statement and select the applicable response.

Utilize the text field below any applicable statement to provide additional information to Engineering Support.

Click Next to proceed

Back Next

Stormwater Engineer Signature Required? \*

Yes  No

Stormwater Engineer Signature Remarks

**Additional Info**

Additional Review Required? \*

Estimate Phase

0.00

Diesel Fuel Cost Adjustment Required? \*

Yes  No

Diesel Fuel Cost Adjustment Remarks

Steel Cost Adjustment Required? \*

Yes  No

Steel Cost Adjustment Remarks

eTicket Special Provision Required?

Yes  No

eTicket Special Provision Remarks

FHWA Participation

STEP 13/19

Select **Yes** if additional review by the PM is required before the record is sent to Engineering Support

Click **Next** to proceed

[Back](#) [Next](#)

Comments [Linked Records](#) [Linked Mail](#) [Workflow Progress](#) [Audit Log](#) [Reference Re...](#)

[Clear](#) [Post](#)

Posted by:

Rose Heinlein Delaware Department of Transportation 09/12/2023 08:29 A

Add comments here

Self Help

STEP 14/19

Enter the **Area Engineer** for the project, if the field is editable.

The field is only editable if the PM has selected 'Yes' to the question above 'Does the Project Manager approve the Draft Proposal'

If required, add the Area Engineer, if not required, click Next to proceed

Back Next

Yes  No

Stormwater Engineer

Additional Review

Select

Area Engineer \*

Type a Name...

Required

Estimate Phase

Type a Estimate Phase (Text)...

Diesel Fuel Cost Adjustment Required?

Yes  No

Diesel Fuel Cost Adjustment Remarks

Steel Cost Adjustment Required?

Yes  No

Steel Cost Adjustment Remarks

eTicket Special Provision Required?

Yes  No

eTicket Special Provision Remarks

Area Engineer

Planned Cost 0.00

Road User Cost Required?

Yes  No

Road User Cost Remarks

Traffic Officer Required?

Yes  No

Traffic Officer Remarks

FHWA Participation

Comments [Linked Records](#) [Linked Mail](#) [Workflow Progress](#) [Audit Log](#) [Reference Record](#)

Clear Post

Information

No Comments are available.

Stowrmwater Engineer Signature Remarks

**Additional Info**

Additional Review Required? \*

No

Estimate Phase

Type a Estimate Phase (Text)...

0.00

Diesel Fuel Cost Adjustment Required? \*

Yes  No

Diesel Fuel Cost Adjustment Remarks

Road User Cost Remarks

Steel Cost Adjustment Required? \*

Yes  No

Traffic Officer Required? \*

Yes  No

Steel Cost Adjustment Remarks

Traffic Officer Remarks

eTicket Special Provision Required?

Yes  No

eTicket Special Provision Remarks

FHWA Participation

DBE Goal (%)

Not applicable

STEP 15/19

Select the Estimate Phase, if applicable

Click Next to proceed

Back Next

Comments Linked Records Linked Mail **Workflow Progress** Audit Log Reference Re...

Title Record Number Current Step BP Setup Used

PSE-0003 Creator Review Draft Proposal/R... PS&E WF v2.0

View Graphic... Filter By: Visited Steps

Step Name	Assignee	Company	Status	Action	Completion Date
Creation	Rose Heinlein	Delaware Depart...	Completed	Submit	09/12/2023 08:34 A
ES Prepare Draft ...	Rose Heinlein	Delaware Depart...	Completed	Send Draft Propo...	09/12/2023 02:06 P
Creator Review Dr...	Rose Heinlein	Delaware Depart...	In Progress		

Self Help



Final Plans Remarks

Stormwater Engineer Signature Required?  
 Yes  No

Stormwater Engineer Signature Remarks

**Additional Info**

Additional Review Required?

Select

Estimate Phase

Planned Cost

Diesel Fuel Cost Adjustment Required?  
 Yes  No

Diesel Fuel Cost Adjustment Remarks

Steel Cost Adjustment Required?  
 Yes  No

Steel Cost Adjustment Remarks

eTicket Special Provision Required?  
 Yes  No

eTicket Special Provision Remarks

Road User Cost Required?  
 Yes  No

Road User Cost Remarks

Traffic Officer Required?  
 Yes  No

Traffic Officer Remarks

Clear Post

STEP 16/19

**Complete all applicable fields in this block**

Click Next to proceed

Back Next



Information  
No Comments are available.

# PS&E Submission

PS&E Submission Documents

Diesel Fuel Cost Adjustment Required? \*

Yes  No

Diesel Fuel Cost Adjustment Remarks ☺

Steel Cost Adjustment Required? \*

Yes  No

Steel Cost Adjustment Remarks ☺

eTicket Special Provision Required?

Yes  No

eTicket Special Provision Remarks ☺

FHWA Participation

DBE Goal (%)

OJT Requirement

Remarks

Road User Cost Required? \*

Yes  No

Road User Cost Remarks ☺

Traffic Officer Required? \*

Yes  No

Traffic Officer Remarks ☺

Not applicable ☺

Not applicable ☺

> Project Info

> Admin Only

Send Save

STEP 17/19

**Click Send**

Back

Comments

Linked Records

Linked

Title

Record Number

PSE-0003



View Graphic...

Filter By:

Visited Steps

Step Name	Assignee	Company	Status	Action	Completion Date
Creation	Rose Heinlein	Delaware Depart...	Completed	Submit	09/12/2023 08:34 A
ES Prepare Draft ...	Rose Heinlein	Delaware Depart...	Completed	Send Draft Propo...	09/12/2023 02:06 P
Creator Review Dr...	Rose Heinlein	Delaware Depart...	In Progress		

Self Help

# PS&E Submission

PS&E Submission Documents

**STEP 18/19**

**Draft Proposal Approval**  
While reviewing and working on changes to the...  
Once the draft proposal is approved by the PM, it will be sent to Engineering Support.

Does the Project Manager approve the Draft Proposal?  
 Yes  No

Click Next to proceed

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:

**Statements**  
Environmental Statement Attached? \*  
 Yes (Stipulated)  Yes (Cleared)  No

Environmental Statement Remarks ⓘ

Right of Way Statement Attached? \*  
 Yes (Stipulated)  Yes (Cleared)  No

Right of Way Statement Remarks ⓘ

## Workflow Action Details

**Action Details**

Workflow Actions \*  
 Send to ES

To: Sushanth Moram, Design Rep 2

CC:

**Due Date Details**

Task Due Date

**i**  
Task Due Date is not available

Send Save

Linked Records Linked Mail **Workflow Progress** Audit Log Reference Re...

Record Number	Current Step	BP Setup Used
PSE-0003	Creator Review Draft Proposal/R... PS&E WF v2.0	

Filter By: Visited Steps

Assignee	Company	Status	Action	Completion Date
Rose Heinlein	Delaware Depart...	Completed	Submit	09/12/2023 08:34 A
Rose Heinlein	Delaware Depart...	Completed	Send Draft Propo...	09/12/2023 02:06 P
Rose Heinlein	Delaware Depart...	In Progress		

**Self Help**

## PS&E Submission

PS&E Submission Documents

**Draft Proposal Approval**

While reviewing and working on changes to the draft proposal with Engineering support, select No. Once the draft proposal is approved by the PM, select Yes to enter the information in the Statements and be sent to Engineering Support.

Does the Project Manager approve the Draft Proposal? \*

Yes  No

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:

**Statements**

Environmental Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Environmental Statement Remarks ⓘ

Right of Way Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Right of Way Statement Remarks ⓘ

### Workflow Action Details

**Action Details**

Workflow Actions \* Send For PM Review

Send to ES

To Sushanth Moram;Design Rep 2

CC

Start typing for suggestions...

**Due Date Details**

Task Due Date

**i**

Task Due Date is not available

STEP 19/19

Click Send

Back

Cancel Send

Send Save

Linked Records Linked Mail **Workflow Progress** Audit Log Reference Re...

Record Number	Current Step	BP Setup Used
PSE-0003	Creator Review Draft Proposal/R... PS&E WF v2.0	

Filter By: Visited Steps

Assignee	Company	Status	Action	Completion Date
Rose Heinlein	Delaware Depart...	Completed	Submit	09/12/2023 08:34 A
Rose Heinlein	Delaware Depart...	Completed	Send Draft Propo...	09/12/2023 02:06 P
Rose Heinlein	Delaware Depart...	In Progress		

Self Help

### PS&E Submission

PS&E Submission Documents

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Does the Project Manager approve the Draft Proposal? \*

Yes  No

Comments regarding Draft Proposal

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Yes  No

If modifications are needed please provide information:

**Statements**

Environmental Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Environmental Statement Remarks ⓘ

Right of Way Statement Attached? \*

Yes (Stipulated)  Yes (Cleared)  No

Right of Way Statement Remarks ⓘ

### Workflow Action Details

**Action Details**

Workflow Actions \* Send For PM Review

Send to ES

To: Sushanth Moram; Design Rep 2 - CC

Start typing for suggestions...

**Due Date Details**

Task Due Date

**i**  
Task Due Date is not available.

Cancel Send

Send Save

Linked Records Linked Mail **Workflow Progress** Audit Log Reference Item

Record Number	Current Step	BP Setup Used
PSE-0005	Creator Review Draft Proposal/BP	PS&E WF v2.0

Filter By: Visited Steps

Assignee	Company	Status	Action	Completion Date
Rose Heindler	Delaware Depart...	Completed	Submit	09/12/2023 08:34 A
Rose Heindler	Delaware Depart...	Completed	Send Draft Propo...	09/12/2023 02:09 P
Rose Heindler	Delaware Depart...	In Progress		

Self Help

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