

Delaware Department of Transportation  
**Pre-PS&E Review Request Memorandum**

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**Directions for Completing this Memorandum**

- This memorandum is to be completed by the DelDOT Project Manager to request a Pre-PS&E Review from the designated Pre-PS&E Reviewer.
- The Pre-PS&E review is only to occur after all contract documents have been sufficiently quality control checked and quality assurance reviewed in accordance with the process outlined in the DelDOT QC/QA Manual.
- The DelDOT Project Manager is to email this completed memorandum to the designated Pre-PS&E reviewer to initiate the Pre-PS&E review.
- The checklist included on the next page is intended as a tool to assist the DelDOT Project Manager in gauging whether the contract documents are ready for a Pre-PS&E review. Answering “No” to any of the checklist prompts requires that an explanation be provided in the “Additional Comments” field at the bottom of this page.
- By emailing this memorandum, the DelDOT Project Manager certifies that the contract documents are ready for review.
- At a minimum, the following documents must be provided through the hyperlink provided below:
  - Draft bid proposal document,
  - All contract specific language to be added to the contract documents,
  - Construction Plans,
  - Completed quantity calculations in accordance with the Department’s [Quantity Calculations Guidelines](#),
  - Traffic Statement,
  - Timing Statement, and
  - AASHTOWare quantities output summary.

Project Information	
<b>Contract Number:</b>	
<b>F.A.P. Number:</b>	
<b>Primavera Number:</b>	
<b>Contract Name:</b>	
<b>Designer/ Engineer of Record:</b>	
<b>DelDOT Project Manager:</b>	
<b>Bridge Number (if applicable):</b>	
<b>FHWA PoDI Project?:</b>	
<b>Link to Review Documents:</b>	

Additional Pre-PS&E Requestor Notes	

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<b>Bid Proposal Document Progress Checklist</b>		
<b>Have the following items been completed?</b>	Yes	No
Have all work products associated with the Construction Plans been QC checked and QA reviewed in accordance with the requirements in the DelDOT QC/QA Manual?	<input type="checkbox"/>	<input type="checkbox"/>
Have all comments received on the Construction Plans been addressed and documented?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Title Sheet been stamped and signed by the Engineer of Record?	<input type="checkbox"/>	<input type="checkbox"/>
Is the project's QC/QA Memorandum in the process of being circulated for signature?	<input type="checkbox"/>	<input type="checkbox"/>
Have all work products associated with the Engineer's Estimate been QC checked and QA reviewed in accordance with the requirements in the DelDOT QC/QA Manual?	<input type="checkbox"/>	<input type="checkbox"/>
Have all comments received on the Engineer's Estimate been addressed and documented?	<input type="checkbox"/>	<input type="checkbox"/>
Have all necessary quantity calculations and estimate information been incorporated into a single document in accordance with the Department's <a href="#">Quantity Calculations Guidelines</a> ?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Traffic Statement been received and reviewed for accuracy and consistency with the other contract documents?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Utility Statement been received and reviewed for accuracy and consistency with the other contract documents?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Timing Statement been received and reviewed for accuracy and consistency with the other contract documents?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Railroad Statement been received and reviewed for accuracy and consistency with the other contract documents?	<input type="checkbox"/>	<input type="checkbox"/>
Has the Environmental Statement been received and reviewed for accuracy and consistency with the other contract documents? If no, provide estimated date of STIP or Certified Cleared Cert. in the additional comments field.	<input type="checkbox"/>	<input type="checkbox"/>
Has the Right-of-Way Statement been received and reviewed for accuracy and consistency with the other contract documents? If no, provide estimated date of STIP or Certified Cleared Cert. in the additional comments field.	<input type="checkbox"/>	<input type="checkbox"/>
Has all project required information been entered into AASHTOWare?	<input type="checkbox"/>	<input type="checkbox"/>
Have all required quantity breakout sheets been completed? Only answer if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Has all required contract specific language been created and ready for insertion into the contract?	<input type="checkbox"/>	<input type="checkbox"/>
For federally funded projects only – Has the project team submitted an inquiry to the DelDOT DBE Manager to determine whether item 763503 – Trainee needs to be included in the contract? Only answer if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Has a draft bid proposal document been processed and reviewed by the Engineer of Record?	<input type="checkbox"/>	<input type="checkbox"/>
Have the appropriate activities and expenses been updated and statements attached in Primavera?	<input type="checkbox"/>	<input type="checkbox"/>
If required, has the advanced utility relocation memo been approved and submitted? Only answer if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Have the project's Digital Deliverables been provided to the designate reviewer?	<input type="checkbox"/>	<input type="checkbox"/>