



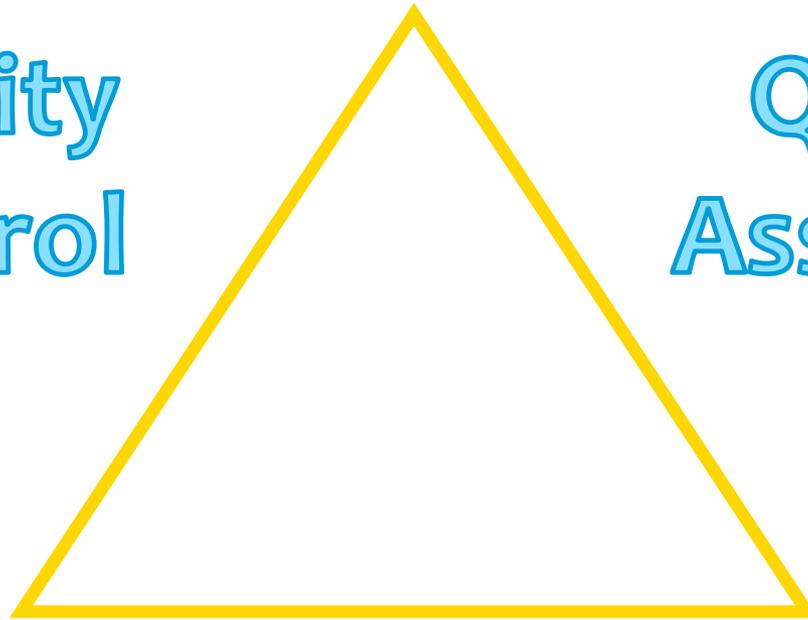
Roadblocks to PS&E Submittals

Sean Masters, P.E.
State Final Plans Engineer

State Final Plans Office

Quality
Control

Quality
Assurance

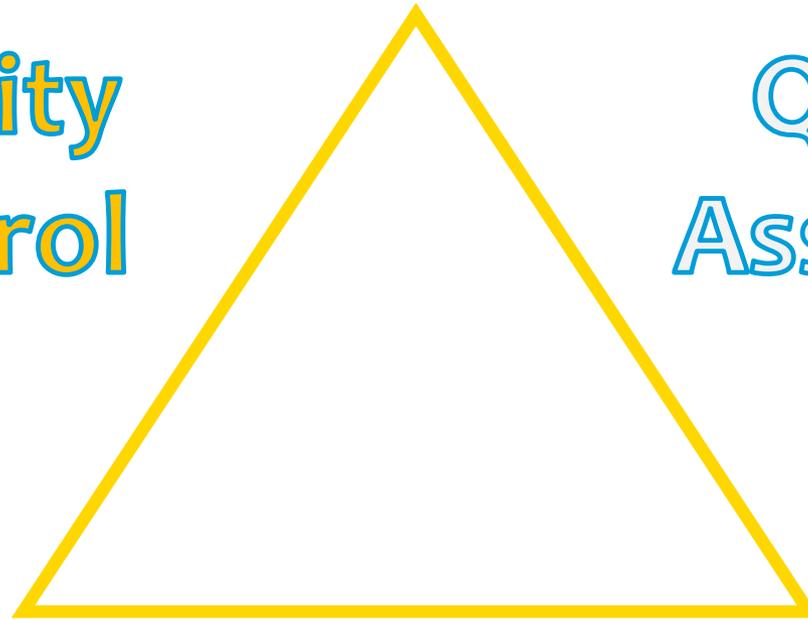


Consistency
of Works

State Final Plans Office

Quality
Control

Quality
Assurance



Consistency
of Works

The Miracle of Letting

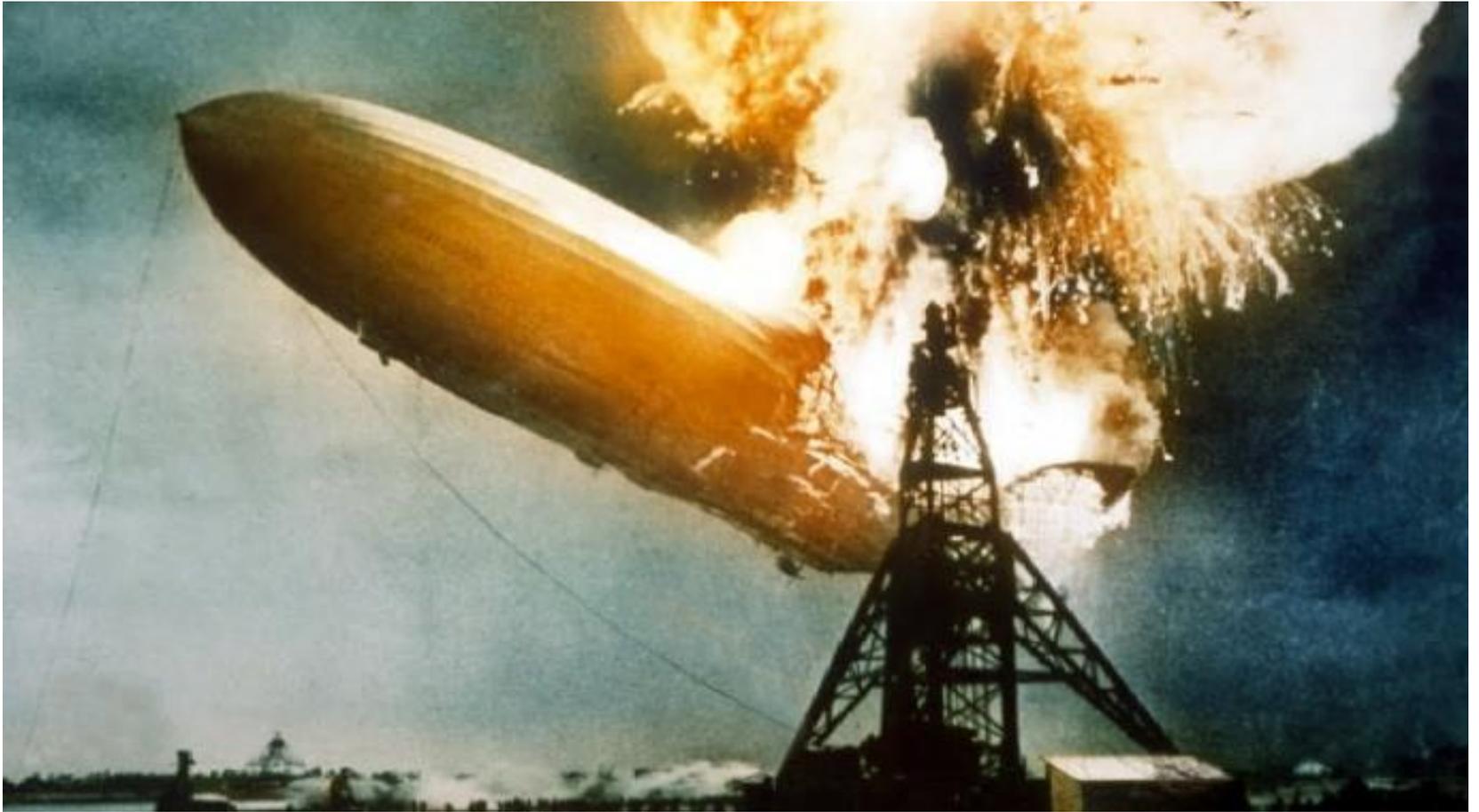




ATLANTIC
OCEAN

Gulf of Mexico

No Fatal Flaws



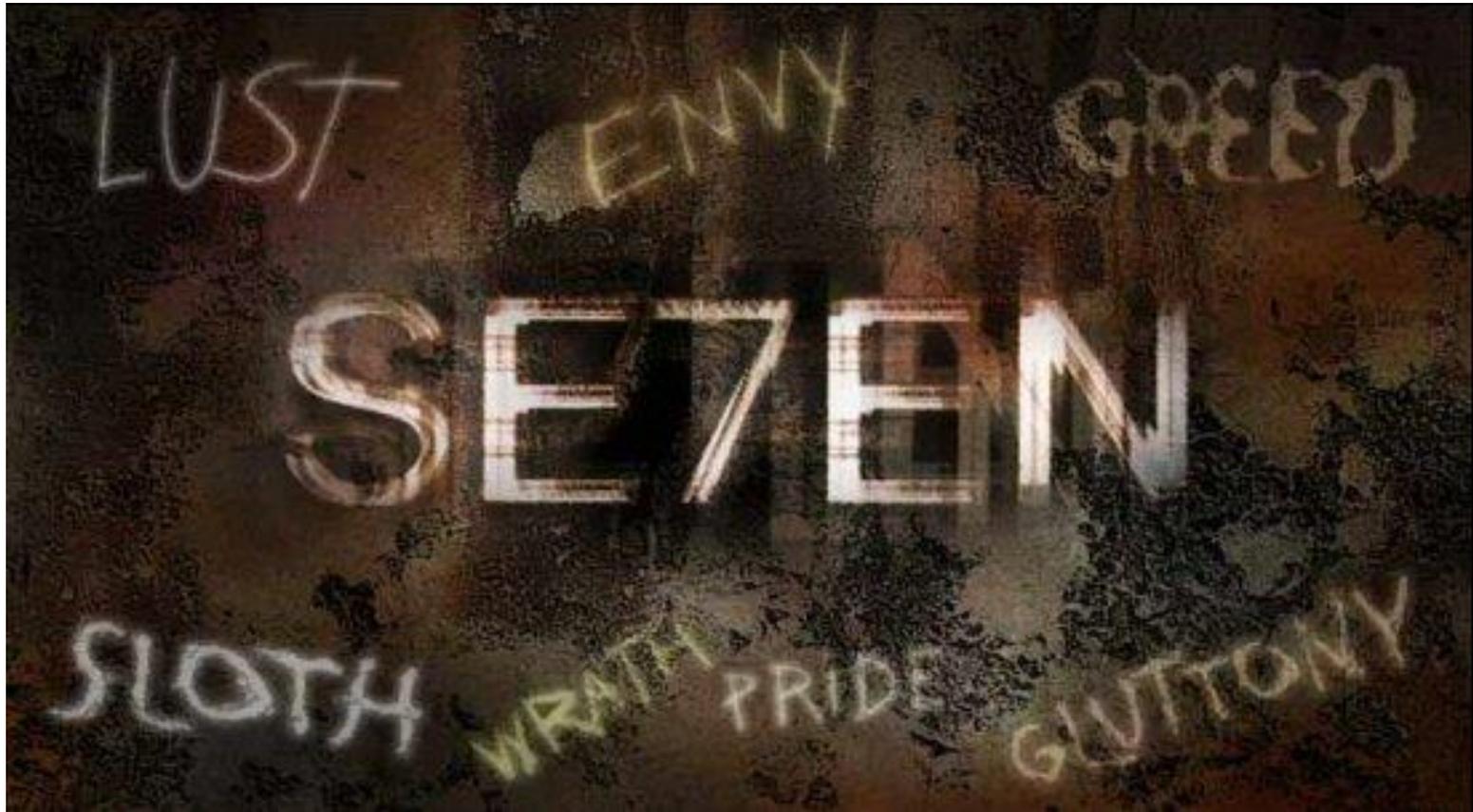
What could go wrong?



Let's Start Here....



Top Seven Sins



1) Know your Project!

I love my
project

2) Do not be late!



3) Fill Forms out correctly!



4) Have all paperwork needed!



5) Check your werk!



SHCOOL

Its were you lurn to spel.

6) Have your Digital Signature!



7) Be Responsive!



List of Seven PS&E Sins

- 1) Know your project
- 2) Do not be late
- 3) Fill forms out correctly
- 4) Have all paperwork needed
- 5) Check your work
- 6) Have your Digital Signature
- 7) Be Responsive!

Let's Get Specific: PS&E Submittal



It takes less time to do a
thing right than to explain
why you did it wrong.

Henry Wadsworth Longfellow

quote fancy

Plans



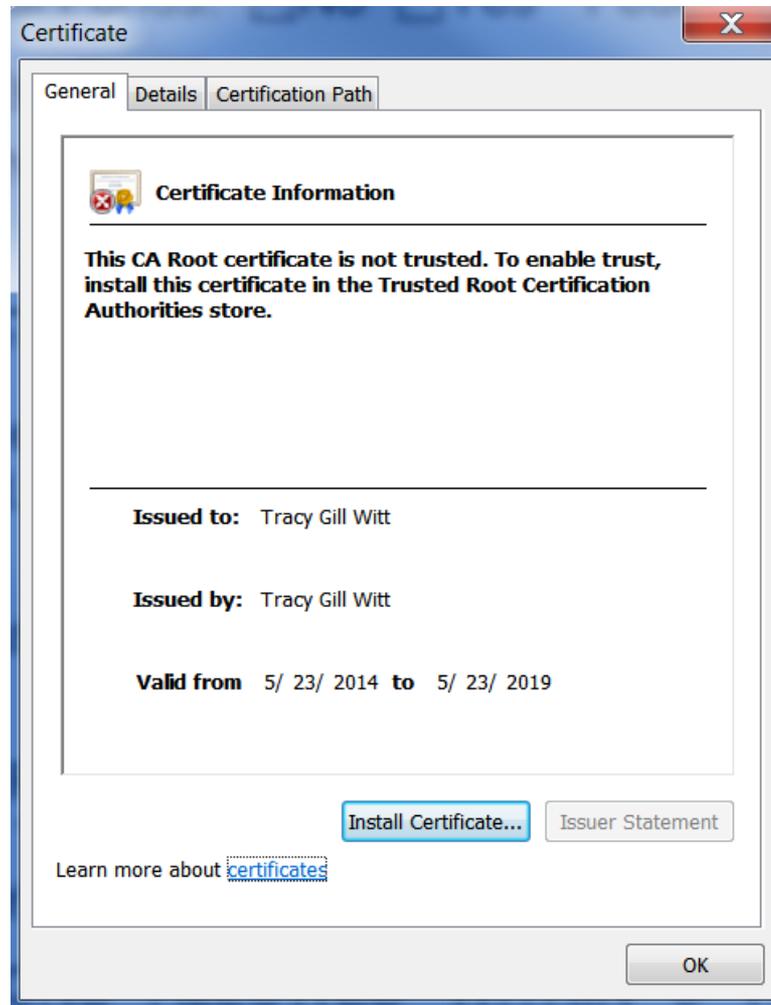
Plans

- The largest / most intensive part of PS&E package
- Where all the attention is focused
- Only 1 of 7 parts of the Contract
- Details matter:
 - Have the correct FPID/Contract ID!
 - Have the correct dates!
 - Pay Item Quantities!
 - Signature Page!
 - Finally, Digital Signatures...

Digital Signatures

- Must be a 3rd party Certificate Authority
 - Currently four vendors available

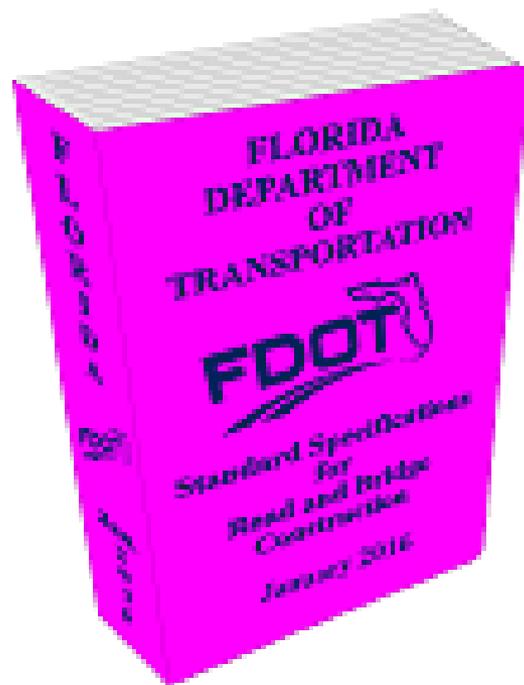
Self-Verification



Digital Signatures

- Must be a 3rd party Certificate Authority
 - Currently four vendors available
- Must be NIST assurance level of three or greater
- Must be current!
 - Be careful when renewing
 - Be careful when moving computers
- Do not share!
- Issues between different software!

Specifications



Specifications Package

- The “Errata sheet” for the Standard Specifications
- Must be Signed and Sealed by the EOR
- EOR must be trained for “Specs on the Web”
- Part of the Contract Documents
- Should **NOT** be thrown together at the last moment

Estimates



pppst.com

Estimates

- Officially handled by District Staff
- Need for PrP Workflow (a.k.a. TRNS*PORT Control) to be transferred to Contracts Office
- Project Staff *may* need access back for Revisions
 - This will take time...

Overall Package



Contract File

- Transmittal Memo
 - Synopsis of the project
 - Used by Contracts Office for the Advertisement
 - Must be **Perfect!** “Will be right, or will be made right”
- Contract File Index
 - Check list of what goes in the Contract File
- Forms are constantly updated. See the Final Plans Sharepoint site or your District Final Plans Office for latest version.

Revisions...

I must do my revision
I must do my revision



Timelines for Revisions

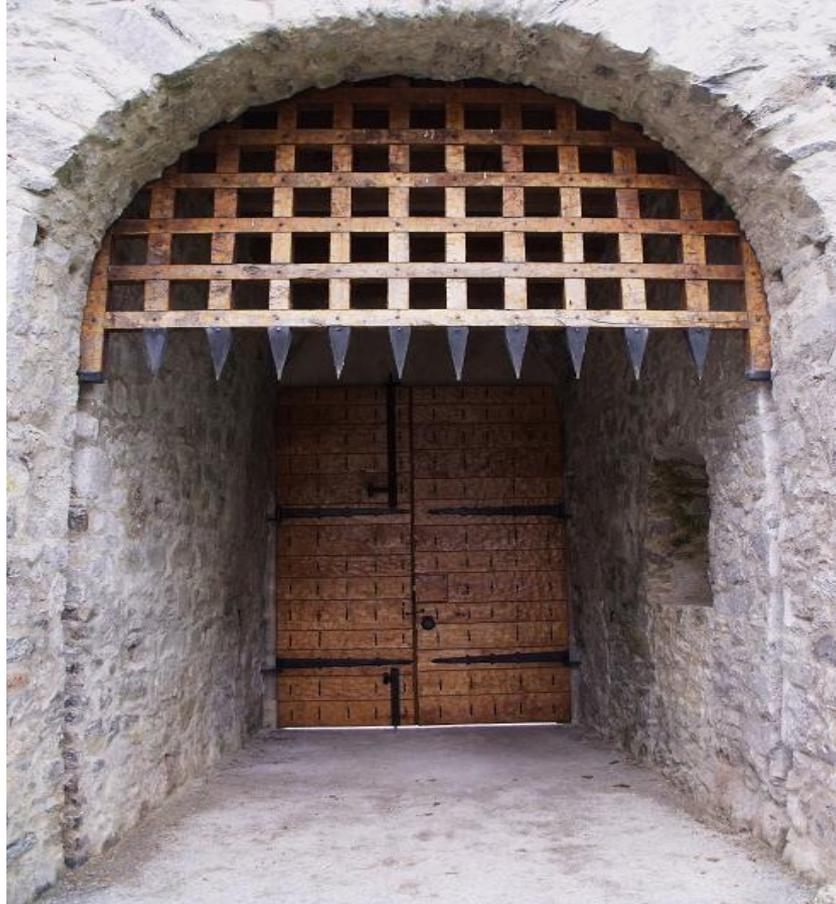
**More than
15 days before Letting**



**Less than
15 days before Letting**



Less than 5 days before Letting



List of Seven PS&E Sins

- 1) Know your project
- 2) Do not be late
- 3) Fill forms out correctly
- 4) Have all paperwork needed
- 5) Check your work
- 6) Have your Digital Signature
- 7) Be Responsive!

Everyone's Goal: Success!



BRING IT ON!

Questions?

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State Final Plans Engineer

memegenerator.net