

**TRANSMITTAL OF PLANS, SPECIFICATIONS AND ESTIMATES PACKAGE**

Date: \_\_\_\_\_ 30 Day AD 60 Day AD  
Proposal/Contract ID: \_\_\_\_\_ Letting Date: \_\_\_\_\_ Re-Let: No Yes  
Financial Project ID(s): \_\_\_\_\_  
County: \_\_\_\_\_ State Road No.: \_\_\_\_\_  
Federal Funds: No Yes Federal Aid No.: \_\_\_\_\_  
Total Roadway Length: \_\_\_\_\_ Total Bridge Length: \_\_\_\_\_  
Total Project Length: \_\_\_\_\_ Total Project Length Verified by: \_\_\_\_\_  
Project Manager Name and Phone Number: \_\_\_\_\_  
E.O.R. Name, Firm and Phone Number: \_\_\_\_\_  
Work Mix No. \_\_\_\_\_ Work Mix Description: \_\_\_\_\_

On \_\_\_\_\_, the District Director of Transportation Development (Production) certified that the Plans, Specifications and Estimates (PS&E) Package is complete, has no known errors or omissions, has been reviewed for constructability and biddability, and is ready to be advertised for construction.

**The following items transmitted as noted:**

**SEALED PLANS SET ( \_\_\_\_\_ SHEETS), SPECIFICATIONS PACKAGE ( \_\_\_\_\_ PAGES):** The Electronic Bid Set was reviewed by \_\_\_\_\_ and posted to the server on \_\_\_\_\_.

**ESTIMATES OFFICE INFORMATION:**

The Authorization Estimate, will be reviewed by District Estimates and posted to the server by the PS&E submittal due date. At the time of posting, transfer control of the project files to Central Office.

**FEDERAL AID OFFICE INFORMATION:**

Federal Aid Oversight: No Yes  
FHWA: Approved by \_\_\_\_\_ Date: \_\_\_\_\_  
Print Name of FHWA Engineer

**CONTRACTS OFFICE INFORMATION:**

Contract Time: \_\_\_\_\_ Calendar Days  
**Select One:**  
Standard Acquisition Time: 15 Days  
Other Acquisition Time: \_\_\_\_\_ Days (Approval required if more than 120 Days)  
Flexible Start Time: \_\_\_\_\_ Days (Approval required if more than 120 Days)  
Special Start Date: \_\_\_\_\_ (Approval required for SP0080303B and SP0080303C)  
Business Development Initiative Project: No Yes  
Alternative Contracting: No Yes  
(If yes, Type: \_\_\_\_\_)  
Pre-Bid Conference Mandatory?  No  Yes (Date: \_\_\_\_\_ Time: \_\_\_\_\_ A.M./P.M.)  
(Contact Person and Phone: \_\_\_\_\_)  
(Location of Conference: \_\_\_\_\_)

**SPECIAL NOTES and REQUIREMENTS (List/Explain):**

If any items are missing please contact \_\_\_\_\_  
Contact Name and Phone Number

**Exhibit 20-A Transmittal of Plans, Specifications and Estimates Package  
Sheet 2 of 2**

**REMINDER**

1. Check that all components of the Contract Plans are included as listed on the lead key sheet.
2. Check that all sheets are included according to key sheet indices.
3. Check that all sheets have the correct Financial Project ID.
4. Check that all sheets are legible and reproducible.
5. On strung projects, check that all Summary of Pay Item sheets from the Proposal/Contract ID go in the lead project and the Financial Project ID of the strung project is shown on the lead key sheet.
6. Check that bridge pay item sheets show bridge numbers and the quantity breakdowns.
7. E-mail the Transmittal Memo, Contract File Index and attachments to the group "CO-CPKG" and copy the FDOT Project Manager.
8. Verify the accuracy, in the FM system, of the Description, Project Limits, Mileage and Structures. Initial Total Project Length Verification.

**Special Notes and Requirements:**

- A. Provide the Roadway, Bridge, and Project Lengths in miles, rounded to three decimal places as follows:
  - a. Total Roadway Length = End Project - Begin Project - Exceptions - Bridges (not including bridge culverts) adjusted for Equations
  - b. Total Bridge Length = Sum of all End Bridge – Begin Bridge (not including bridge culverts)
  - c. Total Project Length = Roadway + Bridges
- B. Include the Work Mix Number and Work Mix Description corresponding to the information as shown in the Financial Management System on the WP01 Screen
- C. Anything that affects the advertisement, bidding and award that is not listed above such as:
  - a. Railroad Insurance
  - b. Developmental Specifications
  - c. Alternative Contracting items such as Scope Alternates
  - d. Budgetary Ceilings
  - e. Additional Insured Endorsement partiesFor A+B projects, include the User Cost Per Day \$\_\_\_\_\_ and Maximum Days \_\_\_\_\_.