

Note: If the Selection response is No or N/A for a Checklist Identifier Line Item, then please provide an explanation as to why the selection is No or N/A in the respective line item comment section. The comments provided herein are for information and should not be considered the product of a comprehensive review. The Engineer of Record retains full responsibility for the overall quality and accuracy of the final deliverable(s).

PLANS, SPECIFICATIONS, & ESTIMATE (PSE) CHECKLIST					
Checklist Identifier	Designer Selection	Designer Comments	General	Reviewer Selection	Reviewer Comments
100.001.001			Is the Office Engineer Project Submittal Form included in Projectwise? (https://www.odot.org/c_manuals/specprov2019/oe_sp_2019-projectsubmissionletter.pdf)		
100.001.002			Are the title blocks filled out on each sheet with correct JP information? Are stamps in the upper right hand corner correspond to the correct plan submittal (<i>Plans, Specifications, & Estimate</i> and <i>Revisions</i>)?		
100.001.003			Have all comments from previous meetings been addressed?		
100.001.004			Have the stringless 3D data files been included in Projectwise? (see Projectwise File Structure tab)		

Checklist Identifier	Designer Selection	Designer Comments	Title Sheet	Reviewer Selection	Reviewer Comments
100.002.001			For Title Sheets that do not include separate Index of Sheets and Standards, perform check for Index of Sheets and Standards for Title Sheet.		
100.002.002			Using the Project Status Report, are project numbers correct on sheet header and signature block?		

Checklist Identifier	Designer Selection	Designer Comments	Index of Sheets and Standards	Reviewer Selection	Reviewer Comments
100.003.001			Do sheet numbers match requirements for ProjectWise submittals? (https://www.odot.org/wp_projectwise/sheet-naming-convention)		
100.003.002			Are sheet numbers sequential and not repeated?		
100.003.003			Do sheet names on index match the sheet names on the sheets?		
100.003.004			Do standards on sheet match exactly with what is shown on Office Engineer list? (https://oklahoma.gov/odot/business-center/construction/construction-engineering.html)		
100.003.005			Are standards called out as 2009 or 2019?		

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Checklist Identifier	Designer Selection	Designer Comments	Summary of Pay Items and Notes - Bridge	Reviewer Selection	Reviewer Comments
100.004.001			Are summary column totals correct?		
100.004.002			Are any referenced standards written correctly?		
100.004.003			Are pay items shown exactly as found in the current pay quantity database including units and codes? (https://www.odot.org/contracts/itemlist.htm)		
100.004.004			Are pay items listed in order by item number?		
100.004.005			Do lump sum (LSUM) pay items have a quantity of one (1)?		
100.004.006			Do pay items categories on the plans match pay item categories in AWP? (<i>200-Bridge; 600-Staking; 640-Construction, etc. </i>)		
100.004.007			<i>If there are multiple categories, do they have a unique number? (200-Bridge A, 201-Bridge B, 202-Bridge C, etc.)</i>		
100.004.008			Do summary totals match those listed in the pay quantity table?		
100.004.009			Are pay quantity notes and general construction notes for current specifications used and are notes tied to the correct pay items?		
100.004.010			Are special provisions required, and if so, do they match the current list shown on Office Engineer website? (https://www.odot.org/c_manuals/specprov2019/oe_sp_2019-list.pdf)		

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Checklist Identifier	Designer Selection	Designer Comments	Summary of Pay Items and Notes - Intelligent Transportation Systems	Reviewer Selection	Reviewer Comments
100.005.001			Are summary column totals correct?		
100.005.002			Are any referenced standards written correctly?		
100.005.003			Are pay items shown exactly as found in the current pay quantity database including units and codes? (https://www.odot.org/contracts/itemlist.htm)		
100.005.004			Are pay items listed in order by item number?		
100.005.005			Do lump sum (LSUM) pay items have a quantity of one (1)?		
100.005.006			Do pay items categories on the plans match pay item categories in AWP? (<i>600-Staking; 640-Construction, 300-Traffic; etc.</i>)		
100.005.008			Do summary totals match those listed in the pay quantity table?		
100.005.009			Are pay quantity notes and general construction notes for current specifications used and are notes tied to the correct pay items?		
100.005.010			Are special provisions required, and if so, do they match the current list shown on Office Engineer website? (https://www.odot.org/c_manuals/specprov2019/oe_sp_2019-list.pdf)		

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Checklist Identifier	Designer Selection	Designer Comments	Summary of Pay Items and Notes and Summary Sheets - Roadway	Reviewer Selection	Reviewer Comments
100.006.001			Are summary column totals correct?		
100.006.002			Are any referenced standards written correctly?		
100.006.003			Are pay items shown exactly as found in the current pay quantity database including units and codes? (https://www.odot.org/contracts/itemlist.htm)		
100.006.004			Are pay items listed in order by item number?		
100.006.005			Do lump sum (LSUM) pay items have a quantity of one (1)?		
100.006.006			<i>Do pay items categories on the plans match pay item categories in AWP? (100-Roadway; 600-Staking; 640-Construction, etc.)</i>		
100.006.007			<i>If there are multiple categories, do they have a unique number? (200-Bridge A, 201-Bridge B, 202-Bridge C, etc.)</i>		
100.006.008			Do summary totals match those listed in the pay quantity table?		
100.006.009			Are pay quantity notes and general construction notes for current specifications used and are notes tied to the correct pay items? (https://oklahoma.gov/odot/business-center/pre-construction-design/roadway-design.html)		
100.006.010			Are special provisions required, and if so, do they match the current list shown on Office Engineer website? (https://www.odot.org/c_manuals/specprov2019/oe_sp_2019-list.pdf)		

Checklist Identifier	Designer Selection	Designer Comments	Summary of Pay Items and Notes - Railroad	Reviewer Selection	Reviewer Comments
100.007.001			Railroad Pay Items will be included on Traffic Summary of Pay Items and Notes. Railroad Notes will be provided by Multimodal Division where necessary. Are Railroad Notes included?		

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Checklist Identifier	Designer Selection	Designer Comments	Summary of Pay Items and Notes - Traffic	Reviewer Selection	Reviewer Comments
100.008.001			Are summary column totals correct?		
100.008.002			Are any referenced standards written correctly?		
100.008.003			Are pay items shown exactly as found in the current pay quantity database including units and codes? (https://www.odot.org/contracts/itemlist.htm)		
100.008.004			Are pay items listed in order by item number?		
100.008.005			Do lump sum (LSUM) pay items have a quantity of one (1)?		
100.008.006			Do pay items categories on the plans match pay item categories in AWP? (<i>600-Staking; 640-Construction, 300-Traffic; etc.</i>)		
100.008.008			Do summary totals match those listed in the pay quantity table?		
100.008.009			Are pay quantity notes and general construction notes for current specifications used and are notes tied to the correct pay items?		
100.008.010			Are special provisions required, and if so, do they match the current list shown on Office Engineer website? (https://www.odot.org/c_manuals/specprov2019/oe_sp_2019-list.pdf)		

Checklist Identifier	Designer Selection	Designer Comments	Summary of Pay Items and Notes - Miscellaneous	Reviewer Selection	Reviewer Comments
100.009.001			Are summary column totals correct?		
100.009.002			Are any referenced standards written correctly?		
100.009.003			Are pay items shown exactly as found in the current pay quantity database including units and codes? (https://www.odot.org/contracts/itemlist.htm)		
100.009.004			Are pay items listed in order by item number?		
100.009.005			Do lump sum (LSUM) pay items have a quantity of one (1)?		
100.009.006			Do pay items categories on the plans match pay item categories in AWP? (<i>100-Roadway; 200-Bridge; 300-Traffic; 600-Staking; etc.</i>)		
100.009.007			If there are multiple categories, do they have a unique number? (<i>200-Bridge A, 201-Bridge B, 202-Bridge C, etc.</i>)		
100.009.008			Do summary totals match those listed in the pay quantity table?		
100.009.009			Are pay quantity notes and general construction notes for current specifications used and are notes tied to the correct pay items?		
100.009.010			Are special provisions required, and if so, do they match the current list shown on Office Engineer website? (https://www.odot.org/c_manuals/specprov2019/oe_sp_2019-list.pdf)		