**Review of Plan Package Before Submittal**

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| --- | --- | --- | --- |
| **PID** | **CRS** | **Date Form Completed** | **Project Manager** |
| **95772** | **SEN-19/228/590-6.07/0.00/0.00** | **2/4/25** | **Matthew Ketner** |

**Title Sheet**

Engineer(s) seal(s), signature(s), and date(s)

DDD signature and date

PID number & RR involvement boxes filled properly

Supplemental specifications identified & reflect appropriate date(s)

Index of sheets and plan page numbers match

Check the construction specifications year

If Railroad is involved, make sure to check appropriate box(es) on the electronic plan package submittal form.

Check Federal Agreement Number (FAN) shown on Title Sheet to make sure it is consistent with FAN listed in Ellis.

If project is 100% state funded, title sheet should say “Non-Federal” and District RW certification letter should NOT be addressed to FHWA.

CRS designation listed on the Title Sheet is the same as in Ellis

If project contains multiple parts, all Title Sheets should reflect the same PID and FAN number as those listed on the first Title Sheet

Check to see if there’s any Special Provisions on Title Sheet (i.e Waterway Permit, asbestos) and if they are in the Project Folder (and if the dates match)

**General Summary**

The number of participation column(s) in the General Summary sheet should match the number of plan split(s) in ELLIS.

The participation column heading(s) should match the plan split name(s) in ELLIS

Open Excel GENSUM file and click on “Refresh Item Master” button. Check for errors and rectify as needed

**ELLIS**

Milestones are checked (Stage reviews, Env, RW). Do not Check Plan Package to CO.

Ellis Construction estimate has been updated to closely match the Plan Package submitted estimate

ELLIS project description reasonably matches project description on the title sheet

Work locations (pavements, bridges, and conduits) match work locations on the plan

Ellis milestone construction dates are consistent with the dates listed on the Construction Coordination Form completed by the DCE.

Ensure Legislation document is copied to the proper plan submittal folder

If project has multiple parts, select “Multiple Parts” from “District Proposal Notes/Contract Features” field in Ellis overview screen and on the electronic plan package submittal form.