**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**

[x]  Engineer(s) seal(s), signature(s), and date(s)

[x]  DDD signature and date

[x]  PID number & RR involvement boxes filled properly

[x]  Supplemental specifications identified & reflect appropriate date(s)

[x]  Index of sheets and plan page numbers match

[x]  Check the construction specifications year

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

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

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

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

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

[x]  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**

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

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

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

**ELLIS**

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

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

[x]  ELLIS project description reasonably matches project description on the title sheet

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

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

[x]  Ensure Legislation document is copied to the proper plan submittal folder

[x]  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.