

## DESIGN PROCESS CHECKLIST

Project Title: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Federal Aid No.: \_\_\_\_\_

Project Engineer/Designer: \_\_\_\_\_

Project Class/Level: \_\_\_\_\_

### PROJECT BUDGET

Level of Public Involvement Required: \_\_\_\_\_

PE: \_\_\_\_\_

R/W Parcels (R/W / PE / TCE): \_\_\_\_\_

R/W: \_\_\_\_\_

Historic Sites / No. Impacted: \_\_\_\_\_

Const.: \_\_\_\_\_

Hazardous Material Locations / No. Impacted: \_\_\_\_\_

CE: \_\_\_\_\_

Wetland or Environmentally Sensitive Locations / No. Impacted: \_\_\_\_\_

Contingency: \_\_\_\_\_

Milestone Date	Description	ACTUAL DATE	
		Transmitted/Requested	Returned/Approved
___ / ___ / ___	<b>1. PROJECT ASSIGNMENT</b> Project Initiation Form Received? (Yes / No) Project Initiation Estimate Received? (Yes / No) See Report Received (Non D-Level Projects)? (Yes / No) Funding Authorization Form Received (FS-1)? (Yes / No)		
___ / ___ / ___	<b>2. PROJECT SCOPING MEETING</b>	___ / ___ / ___	___ / ___ / ___
___ / ___ / ___	<b>3. FIELD SURVEYS</b>	___ / ___ / ___	___ / ___ / ___
___ / ___ / ___	<b>4. SURVEY PLANS</b>		
	<u>Required Sheets:</u> Title, Notes & Legend, Horizontal & Vertical Control, Construction Plan		
	<u>Coordination Required:</u> A. To Utilities Section For Their Distribution To The Utility Companies For Plotting Existing Facilities	___ / ___ / ___	___ / ___ / ___

## DESIGN PROCESS CHECKLIST

(Continued)

Milestone Date	Description	ACTUAL DATE	
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___/___/___	<b>UTILITY COMPANY(S) INVOLVED:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___	___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___
	B. To Design Support For Existing R/W Verification And Deeds	___/___/___	___/___/___
	C. To DTC For Existing or Proposed Transit Services and Facilities	___/___/___	___/___/___
	D. To Location and Environmental Studies For Wetland, Contaminated Material And Historical Site Identification	___/___/___	___/___/___
	E. To Bicycle/Pedestrian Coordinator For Identification of Existing Facilities	___/___/___	___/___/___
	F. To Materials & Research For Structural Borings (Bridge)	___/___/___	___/___/___
	<b>5. REQUEST TRAFFIC DATA</b> a.) Traffic Volume Projections From Planning b.) Intersection Counts From Traffic c.) Accident Data	___/___/___ ___/___/___ ___/___/___	___/___/___ ___/___/___ ___/___/___

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(Continued)

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	<b>6. REQUEST PAVEMENT EVALUATION/ DESIGN FROM MATERIALS &amp; RESEARCH</b>		
	a.) Pavement Cores / Pavement Design Recommendation	___ / ___ / ___	___ / ___ / ___
	b.) Soil Borings / Pavement Design Recommendation	___ / ___ / ___	___ / ___ / ___
	<b>7. * CONCEPT DESIGN / TS&amp;L</b>	___ / ___ / ___	___ / ___ / ___
	<u>Coordination Required:</u> A. Location & Environmental Studies For Consistency With Environmental Documentation	___ / ___ / ___	___ / ___ / ___
	<b>8. * PUBLIC WORKSHOP / HEARINGS</b>	___ / ___ / ___	___ / ___ / ___
	<b>9. * SUBMIT ENGINEERING REPORT FOR DESIGN APPROVAL</b>	___ / ___ / ___	___ / ___ / ___
	<b>10. * REQUEST DESIGN EXCEPTIONS</b>	___ / ___ / ___	___ / ___ / ___
	<b>11. * VALUE ENGINEERING</b>	___ / ___ / ___	___ / ___ / ___
	<b>12. PRE-PRELIMINARY PLANS TO TRAFFIC FOR PRELIMINARY SIGNAL AND COORDINATION PLANS</b>	___ / ___ / ___	___ / ___ / ___
___ / ___ / ___	<b>13. PRELIMINARY PLANS</b>		
	<u>Required Sheets:</u> Title, Index, Notes & Legend, Typical Section, Horizontal & Vertical Control, Construction Plan, Profile, Signing & Striping, Signal, Signal Coordination		
	<u>Coordination Required:</u> A. To Utilities Section For Distribution To Utility Companies For Relocation Plans (Overhead Facilities) And Conflict Review (Underground Facilities)	___ / ___ / ___	___ / ___ / ___

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(Continued)

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___/___/___	<b>UTILITY COMPANY(S) INVOLVED:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___	___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___ ___/___/___
	B. To Design Support For Real Estate Needs Review And Comment	___/___/___	___/___/___
	C. To Stormwater Engineer For Review And Comment	___/___/___	___/___/___
	D. To Location & Environmental Studies For Permit Applications And Consistency With Environmental Documentation	___/___/___	___/___/___
	E. To Traffic For Review And Comment	___/___/___	___/___/___
	F. To District For Review And Comment	___/___/___	___/___/___
	G. To Materials And Research For General Review And Comment	___/___/___	___/___/___
	H. To Quality Management For Review And Comment	___/___/___	___/___/___
	I. To Bridge/Road For General Review And Comment	___/___/___	___/___/___
	J. To Bicycle/Pedestrian Coordinator For General Review And Comment	___/___/___	___/___/___
	K. To Traffic Systems Engineer For Lighting Review	___/___/___	___/___/___

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(Continued)

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	L. To Field Services For General Review And Comment	__ / __ / __	__ / __ / __
	M. To FHWA For General Review And Comment (As Required)	__ / __ / __	__ / __ / __
	N. To Architectural Accessibility Board For General Review And Comment	__ / __ / __	__ / __ / __
	O. To DTC For General Review And Comment	__ / __ / __	__ / __ / __
	P. To Chief Engineer For General Review And Comment	__ / __ / __	__ / __ / __
	<b>14. *PRELIMINARY PLAN REVIEW MTG.</b>	__ / __ / __	__ / __ / __
	<b>15. REQUEST UTILITY TEST PITS</b>	__ / __ / __	__ / __ / __
	<b>16. REQUEST TRAFFIC PLANS</b> a.) Lighting Electrification Plans b.) Detour Plans	__ / __ / __ __ / __ / __	__ / __ / __ __ / __ / __
	<b>17. SEMI-FINAL R/W PLANS</b>		
	<u>Required Sheets:</u> Title, Mosaic, Notes & Legend, Horizontal & Vertical Control, Plans, Metes & Bounds, Tabulation		
	<u>Coordination Required:</u> A. To Design Support For Review And Comment B. Revised R/W Plans To Design Support For Review And Comment C. Revised R/W Plans To Design Support For Review And Comment D. Revised R/W Plans To Design Support For Approval E. To Location & Environmental Studies For Review Of Residential And Commercial Relocations (Only If Required)	__ / __ / __ __ / __ / __ __ / __ / __ __ / __ / __ __ / __ / __	__ / __ / __ __ / __ / __ __ / __ / __ __ / __ / __ __ / __ / __

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(Continued)

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___ / ___ / ___	<b>18. SEMI-FINAL PLANS</b>		
	<u>Required Sheets:</u> Title, Index, Notes & Legend, Typical Sections, Horizontal & Vertical Control, Construction Plans, Profiles, Grades & Geometrics, Stormwater Management Details, Construction Details, Bridge Details, Construction Phasing, M.O.T. & Erosion Control Plans, Detour Plans, Lighting Plans, Utility Relocation Plans, Signing & Striping and Signal Coordination Plans, Signal Plans, Quantity Summary		
	<u>Coordination Required:</u> A. To Utilities Section For Their Distribution To Utility Companies For Underground Utility Relocation Plans	___ / ___ / ___	___ / ___ / ___
	<b>UTILITY COMPANY(S) INVOLVED:</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	___ / ___ / ___ ___ / ___ / ___	___ / ___ / ___ ___ / ___ / ___
	B. Plans And Semi-Final Drainage Report To Stormwater Engineer For Review And Comment	___ / ___ / ___	___ / ___ / ___

## DESIGN PROCESS CHECKLIST

(Continued)

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	C. To Traffic For General Review And Comment	___ / ___ / ___	___ / ___ / ___
	D. To Location & Environmental Studies For General Review And Comment	___ / ___ / ___	___ / ___ / ___
	E. To District For Review And Comment	___ / ___ / ___	___ / ___ / ___
	F. To Materials & Research For General Review And Comment	___ / ___ / ___	___ / ___ / ___
	G. To Quality Management For Review And Comment	___ / ___ / ___	___ / ___ / ___
	H. To Roadside Development Administrator For General Review And Comment	___ / ___ / ___	___ / ___ / ___
	I. To Chief Safety Inspector For Traffic Control Review And Comment	___ / ___ / ___	___ / ___ / ___
	J. To Specifications Engineer For Semi-Final Specifications	___ / ___ / ___	___ / ___ / ___
	K. To Bridge/Road For General Review And Comment	___ / ___ / ___	___ / ___ / ___
	L. To Bicycle/Pedestrian Coordinator For General Review And Comment	___ / ___ / ___	___ / ___ / ___
	M. To Traffic Systems Engineer For Review And Comment	___ / ___ / ___	___ / ___ / ___
	N. To Field Services For General Review And Comment	___ / ___ / ___	___ / ___ / ___
	O. To FHWA For General Review And Comment	___ / ___ / ___	___ / ___ / ___
	P. To Architectural Accessibility Board For Final Review And Approval	___ / ___ / ___	___ / ___ / ___
	Q. To DTC For Review And Comment	___ / ___ / ___	___ / ___ / ___
	R. To Chief Engineer For General Review And Comment	___ / ___ / ___	___ / ___ / ___

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(Continued)

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	<b>19. *SEMI-FINAL PLAN REVIEW MEETING</b>	___ / ___ / ___	___ / ___ / ___
	<b>20. FINAL R/W PLAN</b> a.) To Real Estate For Acquisition (Real Estate Section To Coordinate With The Location & Environmental Studies Section If Relocations Are Required)	___ / ___ / ___	___ / ___ / ___
	<b>21. OPTIONAL FINAL PLAN REVIEW MEETING</b> (For Major Projects With Lengthy Elapsed Time Between The Semi-Final Plan Review And PS&E Plans)	___ / ___ / ___	___ / ___ / ___
	<b>22. QUANTITY CALCULATIONS AND ESTIMATED REVIEW</b> Reviewed By: _____	___ / ___ / ___	___ / ___ / ___
	<b>23. FINAL PLAN SUBMISSION FOR PS&amp;E STATEMENTS</b> a.) To Real Estate b.) To Utilities c.) To Traffic d.) Plans And Final Drainage Report To Stormwater Engineer e.) To Location and Environmental Studies And Consistency With Environmental Documentation	___ / ___ / ___ ___ / ___ / ___ ___ / ___ / ___ ___ / ___ / ___ ___ / ___ / ___	___ / ___ / ___ ___ / ___ / ___ ___ / ___ / ___ ___ / ___ / ___ ___ / ___ / ___
	<b>24. *PS&amp;E SUBMISSION</b> Final Plans And Engineer's Estimate To PS&E For Final Bid Package Preparation, Including: a.) Plans And Engineer's Estimate Form Design b.) Specifications From Specifications Engineer	___ / ___ / ___ ___ / ___ / ___	___ / ___ / ___

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(Continued)

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	<b>25. ADVERTISEMENT</b>	___ / ___ / ___	___ / ___ / ___
	<p><b>NOTES:</b></p> <p>1.) Coordination With FHWA May Be Required At The Steps Marked With An Asterisk For Non-Exempt Federal-Aid Projects Or Projects That May Be Federally Funded.</p> <p>2.) Steps 7 Through 11 Are Not Required For Level D Projects And Some Level C Projects.</p> <p>3.) Changes Made At The Semi-Final Plan Review Should Be Minor. If Review Comments Are Received Which Require Major Revisions To The Plans, The Project Should Be Recycled And An Additional Semi-Final Plan Distribution Made To The Affected Section.</p> <p>4.) Type, Size And Location Plans (TS&amp;L) Are Required For Bridges On Federal Aid Projects For Interstate, Primary And Urban Systems.</p>		

