

**Final Office Plan Review Checklist**

PCN: \_\_\_\_\_

The following items will be covered in the Final Office Plan Review.

\_\_\_\_\_ Checklist for Plan Design and Development – Abbreviated (Appendix III-01B)

\_\_\_\_\_ Are there any unresolved issues?

Comments: \_\_\_\_\_

\_\_\_\_\_ Additions/Changes to the Documented CatEx (DCE) or scope of work:

\_\_\_\_\_ DCE Re-evaluation

\_\_\_\_\_ DCE Addendum

\_\_\_\_\_ Are there any design exceptions?

\_\_\_\_\_ Are there any FHWA certification exceptions?

\_\_\_\_\_ Are there any unique items (unusual construction methods, measurements, or basis of payment; such as earthwork paid by the TON?)

\_\_\_\_\_ Are there any Sole Source or Proprietary Items?

\_\_\_\_\_ Public Interest Finding letter

\_\_\_\_\_ Are there any specified Completion Dates for any portion of the work?

\_\_\_\_\_ Is any portion of the project within National Grassland Boundaries?

\_\_\_\_\_ Railroad

\_\_\_\_\_ Crossings

\_\_\_\_\_ Signals

\_\_\_\_\_ Agreements

\_\_\_\_\_ Utilities

\_\_\_\_\_ Utility Certifications

\_\_\_\_\_ City Utility Disposition

\_\_\_\_\_ Airport Clearance Requirements/Permit

\_\_\_\_\_ NDDOT Owned Facilities – Contact NDDOT Utilities Engineer

*(Only applies to new installation or modification of Lighting, Signals,*

*Beacons, Digital Message Signs, ATR, WIMS, RWIS, etc. NDDOT*

*Utilities Engineer to update ND One Call database .)*

\_\_\_\_\_ Earthwork

\_\_\_\_\_ Shrinkage

\_\_\_\_\_ State Optioned Borrow – Completed SFN 9683 Borrow Area List?

\_\_\_\_\_ Contractor Furnished Borrow

\_\_\_\_\_ Earthwork computation summary *(What was done to check earthwork?)*

- \_\_\_\_\_ Environmental
- \_\_\_\_\_ 404 – Permit
- \_\_\_\_\_ Floodplain Permit
- \_\_\_\_\_ List Other Permits: \_\_\_\_\_
- \_\_\_\_\_ Erosion control methods included in plans
- \_\_\_\_\_ Environmental commitments sheet
- \_\_\_\_\_ Wetland limits drawn on plan and cross sections
- \_\_\_\_\_ Borrow Pits COA: \_\_\_\_\_ Yes \_\_\_\_\_ No
- \_\_\_\_\_ Materials Pits COA: \_\_\_\_\_ Yes \_\_\_\_\_ No
- \_\_\_\_\_ Final Wetland Impact Table to Environmental Section  
(*Wetland impacts in Final Plans matches Environmental Section's ledger*)
- \_\_\_\_\_ Right of Way
- \_\_\_\_\_ Right of Way Certification
- \_\_\_\_\_ Relocations
- \_\_\_\_\_ Summary of Estimated Costs:
- \_\_\_\_\_ *STIP Estimate:* \_\_\_\_\_
- \_\_\_\_\_ *DCE Estimate:* \_\_\_\_\_
- \_\_\_\_\_ *Engineer's Estimate:* \_\_\_\_\_
- \_\_\_\_\_ Are any required Cost Participation & Maintenance Agreements complete?
- \_\_\_\_\_ Special Provisions (SP):
- \_\_\_\_\_ TERO (*within 1 mile of reservation boundary*)
- \_\_\_\_\_ ITS
- \_\_\_\_\_ Erionite
- \_\_\_\_\_ Other: \_\_\_\_\_
- \_\_\_\_\_ SP's listed in the Table of Contents - Section 2 of the plans
- \_\_\_\_\_ *FHWA Project of Division Interest (PODI)* indicated on the title sheet if applicable
- \_\_\_\_\_ Are all Structure Numbers shown on the title page?  
(*Structure Numbers are given to all Box Culverts, Separations, Interchanges, and metal culverts greater than 8 feet in diameter. See Bridge Listing book*)
- \_\_\_\_\_ RIMS Vertical Clearance entered in mainframe system for all structures?
- \_\_\_\_\_ If this project includes the sandblasting and painting of a structure or portions of a structure, has the Civil Rights Division been notified? This includes items associated with a structure such as a hand railing.
- \_\_\_\_\_ Review suggested improvements to design features.
- \_\_\_\_\_ Are there any plan notes that should be added to the Supplemental Specifications?
- \_\_\_\_\_ AARadme file completed for Design?

The following items will be used as a performance measure:

\_\_\_\_\_ Was the distribution date for the PS&E Plans met?  
If not, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Was enough time given to the reviewers to accurately review your plans?  
If not, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Were milestone items completed on time?  
If not, explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge the information given in the plans is correct, current, and ready for bid. Please print your name below the signature line.

Designer: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Comments:

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