

Plan Review

The following information is provided:

- Information to be brought Plan Review Meetings
- Plan Design and Development Checklist – Abbreviated

Information to be brought to Plan Review Meetings

The following checklist is meant to help the designer make sure the appropriate information is taken to the following meetings: the Preliminary Plan Review (PPR), Plans, Specifications, & Estimates (PS&E), and the Final Office Plan Review (FOPR). Place a checkmark in the blank as appropriate, or N/A if not applicable.

<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>Information to be brought to the meeting</u>
<input type="checkbox"/>	<input type="checkbox"/>		Project Concept Report and/or Environmental documentation (CATEX, FONSI, or ROD)
<input type="checkbox"/>	<input type="checkbox"/>		Traffic Operations Report
<input type="checkbox"/>	<input type="checkbox"/>		Surface thickness recommendations
<input type="checkbox"/>	<input type="checkbox"/>		Linear soil survey recommendations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design Exceptions
<input type="checkbox"/>	<input type="checkbox"/>		Drainage Report
<input type="checkbox"/>	<input type="checkbox"/>		Right of Way Plats
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there any P-notes that should become standard notes or standard notes that should be incorporated into the Spec Book?
<input type="checkbox"/>	<input type="checkbox"/>		Standard Specifications and Supplemental Specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan Sheets (PPR: 25-40%, PS&E: 90-100% and FOPR: stamped and signed or 100%)
<input type="checkbox"/>	<input type="checkbox"/>		Bid opening and plan completion dates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Milestone Activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Estimate, PCR Estimate, and STIP programmed cost
	<input type="checkbox"/>	<input type="checkbox"/>	Special Provisions (PS&E: draft, FOPR: final) and list of SPs
	<input type="checkbox"/>	<input type="checkbox"/>	Previous plan review summaries (PS&E: Preliminary review, FOPR: PS&E review)

Plan Design and Development Checklist – Abbreviated

The appropriate column should be complete prior to each review which includes: the Preliminary Plan Review (PPR); Plans, Specifications, & Estimates (PS&E); and the Final Office Plan Review (FOPR). Place N/A in the blank if not applicable. This checklist should be a living document throughout the life of this project. Place a checkmark in the appropriate blank as items are completed or received. The lead designer on the project is responsible for tracking the items below and keeping them on task. Prior to the completion of the final plans, the Designer should consider meeting with each section leader of the appropriate section and review their items. There is a blank at the bottom of this checklist for the designer to sign and print their name below the blank. Please note not all the blanks will be filled for each review. If your project does not require a certain item please write N/A in the blank.

<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>Bridge - Hydraulics</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drainage Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review underground (includes but not limited to storm (centerline and approach) and sanitary sewer, water main, inlet and outlet elevations, length, size, type, inlet and manhole size and depth, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequate drainage in median (if applicable)
<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>Bridge - Structures</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Engineering Meeting, 5% plan complete, complete and submit to Bridge Engineer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Calculations (consultants submit to Bridge Division) 50% plans complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Design sketches for bridges, 50% plans complete
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	90% plan submittal one month prior to PS&E
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Checklist for Bridge Plans (SF 17180)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Structural sheets

<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>Design</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title Sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Note Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Quantity Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Field Laboratory (type and need)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Basis of Estimate
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Provisions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detail Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Typical Section Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Removal requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plan and Profile Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Horizontal and vertical alignments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label surface of profile
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Utilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cross Section Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Earthwork calculations (ex shrinkage, borrow, earthwork computation summary, checking output quantities)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Get information to those that need it (i.e. environmental, materials and research, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Borrow Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access Requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stay within project concepts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FHWA approval for changes to PCR or scope of work

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have other appropriate people look through plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary surfacing for winter suspension of work satisfactory.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All work activities covered by specification, supplemental specification, special provision, or plan note.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All work activities that are not covered by a standard pay item are included in price bid for another item.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bid opening and completion dates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Update milestone activities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Prepare engineer's cost estimate and compare to STIP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City cost share and Funding Splits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disposition and certification of city utilities and adjustments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review any unresolved issues
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review any unique situations for this project

PPR

PS&E

FOPR

Design - Survey & Photogrammetry

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Aerial Photos
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right of Way Plats
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Survey Required
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Survey Transmittal (i.e. survey alignment, tin file, etc.)

<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>Design - Traffic</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic control and construction phasing requirements, access for residents and businesses during construction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work Zone Traffic Control Sheets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signing, Pavement Marking, Guardrail, Lighting, and Signal Sheets
<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>ETS - Environmental</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	404 - Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floodplain Permit
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	List Other Permits
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Acres of disturbance to Environmental Section for NPDES
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetland limits drawn on plan view and cross sections
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Environmental commitments sheet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erosion control methods included in plans
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final environmental approval (CATEX, FONSI, or ROD)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Final Wetland Impact Table to Environmental Section

<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>ETS – Right of Way</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Right of Way limits delivered
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Obtaining easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear encroachments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permanent right of way acquisition
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material Source Approval (Spec 107.04)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material Source Worksheet has been completed and submitted (SFN 58466). This form is good for six (6) months.
			Environmental and Cultural Resource Clearance: <input type="checkbox"/> Yes <input type="checkbox"/> No

<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>ETS – Technical Services Section</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Supplemental Specifications
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Provisions

<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>Materials and Research Division</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surface thickness recommendation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Linear soil recommendation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material Source Approval (Spec 107.04)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Material Source Worksheet has been completed and submitted (SFN 58466). This form is good for six (6) months.
			Environmental and Cultural Resource Clearance: <input type="checkbox"/> Yes <input type="checkbox"/> No

<u>PPR</u>	<u>PS&E</u>	<u>FOPR</u>	<u>Planning and Programming Division</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Traffic operations report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cost Participation & Maintenance Agreements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Railroad Agreements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Railroad Survey (to be completed at Field Review)

As the designer I have done or had direct supervision over the items described above and to the best of my knowledge the information is correct.

Designer: _____

Reviewer: _____

Comments: _____
