

**DIVISION DESIGN / CONSTRUCTION CHECKLIST**

PROJECT PLANS, PREPARED BY DIVISION PERSONNEL, TO BE LET TO CONTRACT THROUGH THE CONTRACT OFFICER SHOULD PERFORM FUNCTIONS AS FOLLOWS:

\_\_\_\_\_ MAKE SURE PLANS ARE PREPARED IN ACCORDANCE WITH "REVIEW LIST FOR FINAL CONSTRUCTION PLANS"

\_\_\_\_\_ ANY ENVIRONMENTAL CONCERNS SHOULD BE RESOLVED THROUGH COORDINATION WITH "PROJECT DEVELOPMENT AND ENVIRONMENTAL ANALYSIS" PRIOR TO PLAN COMPLETION. MAKE SURE ANY NECESSARY PERMITS HAVE BEEN APPLIED FOR.

\_\_\_\_\_ ANY SUBSURFACE INFORMATION NEEDS TO BE INCLUDED INTO PROJECT DESIGN AND (IF AVAILABLE) SUBSURFACE PLANS TURNED-IN WITH PROJECT PLANS TO THE CONTRACT STANDARDS & DEVELOPMENT UNIT.

\_\_\_\_\_ TRAFFIC CONTROL PLANS SHOULD BE COORDINATED WITH THE WORK ZONE TRAFFIC CONTROL SECTION AND TURNED-IN WITH PROJECT PLANS TO THE CONTRACT STANDARDS & DEVELOPMENT UNIT.

\_\_\_\_\_ PLANS PREPARED WITH ASSISTANCE FROM THE "HYDRAULICS UNIT" SHOULD BE REVIEWED, SEALED, SIGNED, AND DATED BY THE ASSISTING HYDRAULICS ENGINEERING PRIOR TO TURNING-IN TO THE CONTRACT STANDARDS & DEVELOPMENT UNIT.

\_\_\_\_\_ ANY UTILITY PROBLEMS SHOULD BE COORDINATED WITH THE UTILITIES UNIT AND UTILITY PLANS TURNED-IN WITH PROJECT PLANS.

\_\_\_\_\_ COORDINATE WITH "ROADSIDE ENVIRONMENTAL" SO THAT ALL EROSION CONTROL INFORMATION (PLANS, SPECIAL PROVISIONS, ESTIMATES, ETC.) WILL BE TURNED-IN WITH THE PLANS.

\_\_\_\_\_ COORDINATE PAVEMENT DESIGNS (WHEN NECESSARY) WITH "PAVEMENT MANAGEMENT UNIT" BEFORE TURN-IN TO THE CONTRACT STANDARDS & DEVELOPMENT UNIT.

\_\_\_\_\_ ANY NEEDED SIGNAL PLANS SHOULD HAVE BEEN COORDINATED WITH "TRAFFIC ENGINEERING" AND INCLUDED IN PROJECT PLANS AT TURN-IN.

\_\_\_\_\_ ALL PROJECTS THAT REQUIRE "STRUCTURE DESIGN" INVOLVEMENT SHOULD HAVE STRUCTURE DESIGN INPUT INCLUDED IN PLANS AT TURN-IN.

\_\_\_\_\_ ESTIMATES SHOULD BE IN PROPER FORMAT INCLUDING ALL PAY ITEMS NECESSARY TO LET A PROJECT TO CONTRACT. ESTIMATE SHOULD BE COMPUTER GENERATED IF POSSIBLE.

SOME PROBLEM AREAS ON PLANS THAT MAY WARRANT A SECOND LOOK BY THE DESIGNER ARE:

\_\_\_\_\_ ARE THRU LANE TAPERS LONG ENOUGH TO SATISFY DESIGN SPEED OF FACILITY?

\_\_\_\_\_ IS THE PROPOSED CONSTRUCTION PROPERLY TIED TO THE SURVEY LINE?

\_\_\_\_\_ USE THE "CALCULATION OF QUANTITIES" SHEETS FOUND ON THE CONTRACT STANDARDS & DEVELOPMENT UNIT WEB PAGE AND TURN IN WITH THE PROJECT.

\_\_\_\_\_ ARE SUMMARIES INCLUDED IN PLANS FOR DRAINAGE, EARTHWORK, PAVEMENT REMOVAL AND GUARDRAIL?

\_\_\_\_\_ IF THE PROJECT HAS A PAY ITEM OF "GRADING LUMP SUM" DOES IT FIT WITHIN THE GUIDELINES SPECIFIED IN THE ROADWAY DESIGN MANUAL PART I, 11-7?

\_\_\_\_\_ HAS ALL SPECIAL CONSTRUCTION BEEN COVERED BY ANY NEEDED SPECIAL PROVISIONS, SPECIAL PAY ITEMS AND SPECIAL DETAILS?

\_\_\_\_\_ PLEASE SUPPLY A LIST OF WHO WITHIN NCDOT INTERNAL UNIT REVIEWED EACH UNIT'S PLANS.