

State of Georgia
Department of Transportation

APPENDIX N -1

**DESIGNER'S CHECKLIST
FOR
PLANS SUBMITTAL
TO THE OFFICE OF CONSTRUCTION BIDDING ADMINISTRATION**

Date: _____ Design Office: _____

Project No.: _____ Consultant: _____

County: _____ Designer: _____

P.I. Number: _____ Let Date: _____

1. Complete Final Plans Submission Package for the Office of Construction Bidding Administration

- | | |
|--|---|
| A. One (1) full size set of plans for Construction Bidding Administration. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| B. One (1) 1/2-size set of plans for the FHWA on all Full Oversight Projects. The Office of Construction Bidding Administration will send these plans to the FHWA with the PS&E package. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| C. All project special provisions (including the Special Provision checklist from Bridge Design for projects containing bridges). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| D. Designer's cost estimate. Printout of CES report from TRAQs; report can be accessed through TRAQs by going to Active Reporting/Division of Preconstruction/CES | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| E. Designer's Checklist. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| F. A Notice of Intent (NOI) is required for projects with one (1) acre or more of disturbed area. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| G. Soil Investigation Report. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| H. Bridge Foundation Investigation (BFI). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| I. Utility Adjustment Schedules (UAS). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| J. Three (3) 1/2-size sets of Erosion Control and CMP Plans. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| K. CD with electronic Alignment File Descriptions, Alignment Report Files GPS File and Endarea Report Files. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| L. Traffic Management Plan (TMP) (As required); See TOPPS Policy 5240-1 Work Zone Safety and Mobility Policy. The Office of Construction Bidding Administration will send the TMP to the FHWA for all Full Oversight Projects with the PS&E package. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

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• **SUMMARY SHEETS** (include bridge summaries)

1. Does the bid item description contain needed supplemental information? ☐ Yes ☐ No ☐ N/A
2. Does the supplemental information agree with that shown in the summary of quantities? ☐ Yes ☐ No ☐ N/A
2. Are all bid items shown in the plans concurrent with the latest edition of the Pay Item Index? ☐ Yes ☐ No ☐ N/A
3. Is a new bid item needed to cover the work? ☐ Yes ☐ No ☐ N/A
4. If yes, has the Office of Construction Bidding Administration been contacted and a new pay item requested? ☐ Yes ☐ No ☐ N/A
5. Does the items in the Summary of Quantities match the information in CES (Cost Estimating System)? ☐ Yes ☐ No ☐ N/A
6. If metric, are all units and symbols written in accordance with ASTM E-380 SI format? ☐ Yes ☐ No ☐ N/A
7. If construction alternates are involved, are the alternates listed separately with the items required for each alternate? ☐ Yes ☐ No ☐ N/A
8. Are all necessary notes for items requiring special notes such as NOI, milling, erosion control, traffic paint, bridge burial, etc. shown on the Summary of Quantities? ☐ Yes ☐ No ☐ N/A
9. Are landscape items summarized in the same area of the plans as other items instead of at the back of the plans? ☐ Yes ☐ No ☐ N/A
10. If metric, are all units and symbols written in accordance ASTM E-380 SI format? ☐ Yes ☐ No ☐ N/A

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• COVER PAGE AND PLAN SHEETS

1. Is the cover sheet signed and dated? ☐ Yes ☐ No ☐ N/A
2. If consultant plans, is the coversheet signed, dated and sealed by a licensed Professional Engineer? ☐ Yes ☐ No ☐ N/A
3. Is the project length correct and listed to three decimal places (miles or kilometers)? ☐ Yes ☐ No ☐ N/A
4. Are the project number(s), P.I. number(s), and county or counties listed correctly? ☐ Yes ☐ No ☐ N/A
5. Is the name of the road listed correctly? ☐ Yes ☐ No ☐ N/A
6. Are the general notes correctly stated? ☐ Yes ☐ No ☐ N/A
7. Do the project prefixes match the funding? ☐ Yes ☐ No ☐ N/A
8. Is the project correctly labeled with Full Oversight or Exempt? ☐ Yes ☐ No ☐ N/A
9. Is a location sketch map included on the sheet? ☐ Yes ☐ No ☐ N/A
10. Are x-y coordinates for the mid-point of the project listed on the cover sheet? ☐ Yes ☐ No ☐ N/A
11. If the project is metric, are all units and symbols written in accordance with ASTM E-380 SI format? ☐ Yes ☐ No ☐ N/A
12. Are the plan sheets numbered with totals shown? ☐ Yes ☐ No ☐ N/A
13. Is the bridge ID number shown on the bridge plans? ☐ Yes ☐ No ☐ N/A

• TYPICAL SECTIONS

1. Do the base and paving items on the Detailed Estimate match the typical section? ☐ Yes ☐ No ☐ N/A
2. If the project is in metric units, are the components of the typical section specified properly, i.e., asphalt thickness in spread rates and concrete paving and base thickness (other than asphalt) in millimeters (mm)? ☐ Yes ☐ No ☐ N/A

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|--|---|
| 3. Do paving alternates, if specified, reflect the type materials available in the general area and are they competitively structured? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 4. Do the paving alternates on the typical section match the summary of quantities and detailed estimate? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 5. Are the asphalt mix types labeled properly for the type paving specifications, i.e., conventional mixes, SMA, Superpave, PEM, OGFC, etc.? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

• **EROSION, SEDIMENTATION, AND POLLUTION CONTROL PLANS**

- | | |
|---|---|
| A. Project disturbs less than one (1) acre of land: | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 1. Best Management Practices (BMP) Location Details for the final project conditions are shown | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 2. Erosion control pay items, not Lump Sum, are provided. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 3. BMP Location Details for <u>each</u> stage of construction are included. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| B. Project disturbs one (1) or more acres of land: | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 1. Cover Sheet: | |
| a. Signed, dated, sealed and GSWCC # by the Consultant (if applicable). | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| b. Signed, dated, sealed and GSWCC # by the Chief Engineer or District Engineer, if not a Consultant designed set of plans. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| c. Contains the required certification statements. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 2. Erosion, Sedimentation, and Pollution Control General Notes Sheet: | |
| a. Statement storage table, and if applicable, justification statement why minimum storage requirements were not met. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| b. Statement about storm water management and pollution control. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| c. Table summarizing locations and impacts of streams buffers. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| d. Written narrative describing construction staging. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| e. Completed GSWCC checklist. | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

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3. Erosion Control Legend and Uniform Code Sheets ☐ Yes ☐ No ☐ N/A
4. Drainage Area Map:
- a. Total area and disturbed area for each outfall. ☐ Yes ☐ No ☐ N/A
 - b. The before and after runoff coefficient factors or peak flows for each outfall. ☐ Yes ☐ No ☐ N/A
 - c. Drainage patterns with flow arrows. ☐ Yes ☐ No ☐ N/A
 - d. Cross drain sizes. ☐ Yes ☐ No ☐ N/A
 - e. Wetlands delineated with areas (acres). ☐ Yes ☐ No ☐ N/A
 - f. Receiving waters. ☐ Yes ☐ No ☐ N/A
 - g. Downstream lakes and ponds. ☐ Yes ☐ No ☐ N/A
5. Best Management Practices (BMP) location details:
- a. Normal Erosion & Sedimentation Control Plan Sheets (staging must be included). ☐ Yes ☐ No ☐ N/A
6. Erosion Control Watershed Map and Site Monitoring Location:
- a. Site monitoring locations, ☐ Yes ☐ No ☐ N/A
 - i. Outfalls to be monitored, ☐ Yes ☐ No ☐ N/A
 - ii. Outfalls to streams, ☐ Yes ☐ No ☐ N/A
 - iii. Streams, ☐ Yes ☐ No ☐ N/A
 - iv. Receiving waters - hand draw if necessary to first blue line stream. ☐ Yes ☐ No ☐ N/A
7. Construction Standards (for erosion control items only). ☐ Yes ☐ No ☐ N/A
8. Construction Details (for erosion control items only). ☐ Yes ☐ No ☐ N/A
9. Erosion control pay items, not Lump Sum, are provided. ☐ Yes ☐ No ☐ N/A

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• **REVISIONS**

1. Are all items that were revised, listed on the revision summary sheet? ☐ Yes ☐ No ☐ N/A
2. Are all revisions listed on the revision summary sheet shown on the cover sheet (revision dates)? ☐ Yes ☐ No ☐ N/A
3. Did the revision affect any other plan sheets that may be referenced to the revised sheet and have they been corrected? ☐ Yes ☐ No ☐ N/A
4. Will the plan revision affect any of the special provisions or vice versa, and have they been corrected? ☐ Yes ☐ No ☐ N/A
5. Are all the necessary plan sheets required to document the revision packaged together for submission? ☐ Yes ☐ No ☐ N/A
6. Has a letter been prepared describing the revision and the reason for it to include with the revision submittal? ☐ Yes ☐ No ☐ N/A

• **RELETS**

1. Have all amendments been incorporated and revisions properly noted? ☐ Yes ☐ No ☐ N/A
2. For maintenance and State Aid projects, has a new package been prepared and submitted? ☐ Yes ☐ No ☐ N/A

• **COMBINED PROJECTS (Separate project numbers let together)**

1. Do the Detailed Estimates and Summary Sheets for each project have similar bid items for pavement types, earthwork and erosion control? ☐ Yes ☐ No ☐ N/A
2. Can quantities for both projects been combined? ☐ Yes ☐ No ☐ N/A

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• **MAINTENANCE PROJECTS**

- | | |
|--|---|
| 1. Do the location maps correctly identify the beginning and ending of the project (log kilometer & description of beginning and end)? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 2. Is the print quality of the contract documents to be submitted Legible? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 3. Are the correct percentages in each county listed? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 4. Are the correct percentages in each congressional district listed? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 5. Is the county code correctly listed? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 6. For relets, has a new package been prepared for submittal? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 7. Do item codes and descriptions match? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| 8. Are units and symbols written in accordance with ASTM E-380 SI format? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

Checklist completed by: _____
(Signature)

(Date)