

## Guidance Document 1-1-A

### PHASE REVIEW CHECKLISTS

FINANCIAL PROJECT ID NO.: \_\_\_\_\_

Review Phase: I II III IV

NAME OF REVIEWER: \_\_\_\_\_

DATE:

#### 1. CLEARING/GRUBBING/EXCAVATION

Item No.	Feature to be Checked	Ok	Not Ok	N/A
1-1.	Delineation of limits of grubbing, clearing and landscaping.			
1-2.	Sites for temporary fill and top soil storage. Laydown area on same side of road as fill area. Room for storage of excavated muck to be used as muck blanket. Indication of dump sites.			
1-3.	Measurement of borrow. Percentage shrinkage used satisfactorily.			
1-4.	Underground obstructions clearly marked.			
1-5.	Stabilization limits clearly shown.			

**Suggested Changes: (to be completed for items checked "NOT OK")**

Item No.	Description of Change
Designer's Comments	
Designer's Comments	
Designer's Comments	
Designer's Comments	

**2. SITE SURVEY/PLAN/PROFILE**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
2-1.	Right-of-way and property line dimensions in the plan.			
2-2.	Site conditions conform to those represented in plan.			
2-3.	Existing topography accurate and up-to-date and the profile fits the terrain.			
2-4.	Work elements identified clearly and all corresponding pay items are included with adequate quantities to construct project.			
2-5.	Plans clear and legible. Any apparent conflict between plans and specifications.			
2-6.	Existing drainage patterns shown. Its conflict with new work depicted.			
2-7.	Typical section against existing and proposed right-of-way.			
2-8.	Line and grade of ditches and fences for conflict with existing cross-section.			
2-9.	Benchmark data, needed elevations, curve data in the plan.			
2-10.	Water table elevations and requirement of dewatering.			
2-11.	Check cross-sections for grade changes at phase tie ins.			
2-12.	Appropriate general notes and special provisions required for construction.			
2-13.	Pavement design shown graphically matches with the verbal description on sections.			

**Suggested Changes: (to be completed for items checked "NOT OK")**

Item No.	Description of Change
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**3. REMOVAL/DEMOLITION**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
3-1.	If structures to be removed or renovated, asbestos survey?			
3-2.	If asbestos or creosote timber is being removed, are special instructions and disposal defined? Who will handle?			
3-3.	Are there clear limits of removal? Horizontally and vertically?			
3-4.	Is there adequate construction access for demolition?			
3-5.	Is there a clear method of disposal?			
3-6.	Adequate provisions if signs or road markers to be removed.			
3-7.	Appropriate milling details (e.g., limits are identified; special treatment at bridge ends; bridge overpass, etc.).			
3-8.	Availability of demolition site.			
3-9.	Are there contamination sites delineated? Utility relocation in or near these sites?			
3-10.	Depth of embedment, required excavation and inside details of removable items.			
3-11.	Depiction of valve boxes, manholes, hydrants and provisions for relocation.			
3-12.	Disassembly and adequate specified protection requirements. Disassembly of plant, structure, utility or equipment and adequate specified protection requirements to existing utility or structure.			

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**4. STRUCTURES**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
4-1.	Does Corp. of Engineers or WMD permit require work not shown on plans?			
4-2.	Is TCP coordinated with roadwork phasing?			
4-3.	If battered pile used will leads be over moving traffic? Will they miss R.E. walls?			
4-4.	Do plans show all utilities, existing pile locations and existing foundations in temporary and permanent pile driving area?			
4-5.	Water depth sufficient to float barges? Will barges block boat traffic? prop wash?			
4-6.	If access not practical by barges, have temporary work bridges or fill been considered? Is method consistent with permits?			
4-7.	Have power service points for signing, lighting, signals been confirmed?			
4-8.	Is highway lighting properly detailed for bridge? pilaster detail?			
4-9.	Are there any problems with R/W, i.e. Reimbursement Agreements and easements?			
4-10.	Has TCP Plan addressed channeling traffic from under overhead work?			
4-11.	If Federal-Aid Project, Is foreign steel required on the project? If so has the EOR obtained a design variance and waiver of the Buy America requirements from FHWA?			

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**5. UTILITIES**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
5-1.	List of all utility owners and contact numbers.			
5-2.	Existing utility location marked in the plan.			
5-3.	Utility conflicts and their relocation indicated in design.			
5-4.	Disruptions of other utilities and provisions for restoration.			
5-5.	Responsibility to relocate utility and provisions.			
5-6.	Verification of new utilities connecting with existing.			
5-7.	Adequate description of connection and reconnection points.			
5-8.	Availability of indicated existing utility ducts and their proximity to highway facility and traffic.			
5-9.	Other utilities which new underground ducts intersect or traverse.			
5-10.	Utility crossings resolved via scheduling restrictions (i.e., weekends, after hours) or temporary structures.			
5-11.	Overhead utilities, guy wires for potential conflict with operations and access of large equipment.			
5-12.	Utilities required for construction operation and field offices.			
5-13.	Sewer lines below water mains and gas lines above other utilities.			
5-14.	Space between R/W line and drainage structure to allow for construction.			
5-15.	Utility conflicts with drainage.			

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**6. DRAINAGE**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
6-1.	Existing drainage patterns, their continuity and high water indications.			
6-2.	Drainage easement, if required, in the plan.			
6-3.	Identification and adequacy of all drainage items and quantities.			
6-4.	Ditches compatible with existing and proposed drainage structures.			
6-5.	Needed elevations shown in the plan and compatibility of location of design with existing conditions.			
6-6.	Drainage when FC-2 (open graded friction course) is specified.			
6-7.	Drainage of construction area during work.			
6-8.	Drainage facility provided with the lanes on which traffic is to be maintained during work.			
6-9.	Proposed method of connecting new and old drainage facility.			
6-10.	Effect of overlay on intersections, gutters, curbs as regards to drainage and their adjustment.			
6-11.	Outfall locations of temporary and permanent drainage facility, if any.			

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**7. MAINTENANCE OF TRAFFIC**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
7-1.	TCP (Traffic Control Plan) clear, complete, approved and conform to FDOT Standard Index.			
7-2.	Temporary safety devices requirement and provision (i.e., guard rail, attenuators, earth mounds, etc.)			
7-3.	Location of traffic control signs, warning devices and barricades. Check if they are encroaching on lanes.			
7-4.	Detour facility, if any, and maintenance of traffic. Traffic addressed on side streets as per Index 600 of Standard Index.			
7-5.	Traffic operation requirements properly addressed (i.e., signing, pavement markings, signal, etc.).			
7-6.	Relocation item for barrier wall or fence.			
7-7.	Location of flashing arrow boards, if needed, at appropriate places.			
7-8.	Lanes on which traffic is to be maintained compatible to local conditions and intended to be paved.			
7-9.	Is there sufficient clearance within the work zone for the operation (such as crane swing room)?			
7-10.	Adequate accommodations for intersecting and crossing traffic.			
7-11.	Address pedestrian and bicycle accommodations.			
7-12.	Are exits and entrances to the work zone adequate and safe?			
7-13.	Method of containing bridge slopes during phased construction (at end bent) and approach grade separations.			
7-14.	Restrictions (e.g., lane closure, general construction or peak-hour restrictions in urban areas) indicated in plan.			
7-15.	Note covering traffic signal modifications for phased construction.			
7-16.	Note covering pay for traffic control items.			

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**8. SIGNALIZATION**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
8-1.	Pole locations and their conflict with utilities and drainage structures.			
8-2.	Controller, signal heads, pull boxes, pedestrian pole locations.			
8-3.	Vertical conduit.			
8-4.	Verification of conduit street crossing to become overhead.			
8-5.	Existing controller compatible to added items.			
8-6.	Fiberglass insulators needed for span wire due to power overhead lines and adequate provisions.			
8-7.	Number of detectors is right.			
8-8.	Any signs attached to the overhead span wire for the traffic signal.			
8-9.	Disposition of existing signal poles and other equipment, if they are removed.			
8-10.	Signal arms far enough to provide sidewalk access.			
8-11.	Pole embedment conforms to proper depth criteria.			

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**9. SCHEDULE/PHASING/ACCESS**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
9-1.	Review of design and construction schedule for feasibility.			
9-2.	Scheduling and phasing with activity needs.			
9-3.	Access maintenance to all occupied spaces by reviewing scheduling restrictions, sequence of work restrictions, delineated work areas.			
9-4.	Type and limits of fence to be used for limited access highways.			
9-5.	Defined and designated lay down area and sufficient space for trailers, material storage and operations.			
9-6.	Requirements for local/state special permits.			
9-7.	Haul route different from most direct route and indicated in TCP.			
9-8.	Any walls or special access required to adjacent property.			
9-9.	Easement of available adjacent property for storage & construction.			
9-10.	Safe pedestrian access and access to business and residences provided.			

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**10. NATURE & ENVIRONMENT PROTECTION**

Item No.	Feature to be Checked	Ok	Not Ok	N/A
10-1.	Erosion and pollution control items/measures.			
10-2.	Depiction of all existing trees and shrubs to remain and those to be removed.			
10-3.	Are the NPDES permit requirements addressed?			
10-4.	DEP and local agency requirements are clearly identified.			
10-5.	Provisions to prevent groundwater contamination/other environmental pollution.			
10-6.	Project's environmental protection safeguards with respect to dust control, erosion and disposal of wastes.			
10-7.	Provisions for noise abatement (e.g., permanent noise walls)			
10-8.	Does the plan try to accommodate local noise ordinances?			
10-9.	Verification of landscaping and planting requirement and their conflicts with utilities (e.g., irrigation lines).			
10-10.	Where additional trees are planted, is there sufficient space (25-30') for power mowers?			
10-11.	Provisions for silt fences, turbidity barriers, etc.			

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**11. RECONSTRUCTIBILITY**

When this project needs to be reconstructed, (i.e., repaving, widening, utility/drainage work, etc.) in the future, which of the following project components, as designed, will facilitate reconstruction?

Item No.	Feature to be Checked	Ok	Not Ok	N/A
11-1.	Earthwork design (e.g., "temporary" borrow, "additional excess," detour material, embankment, etc.).			
11-2.	Right-of-way acquisition (e.g., for signal and lighting foundations, redesigned radii of drainage structures, utility relocation, construction easements, adequate work space, desirable clear zone, etc.).			
11-3.	Geometrics and roadway alignment (e.g. curve data, sight distance, vertical datum, centerline, etc.).			
11-4.	Utilities (e.g., accuracy of location, proposed relocation, conflicts with other structures, future MOT impact, etc.).			
11-5.	Pavement (e.g., design criteria, flexibility to change, material alternatives, etc.).			
11-6.	Drainage structures (e.g., new and standardized structures, size of pipe, low head piping, interim drainage).			
11-7.	Lighting and signs (e.g., conduit size, service point locations, design of structures, compatibility, power source, etc.).			
11-8.	Other structures (e.g., mix design, strength, pile information, finishes, concrete and steel requirements, etc.).			
Item No.	Comments			