City of Duluth, Minnesota

REQUEST FOR PROPOSALS
for
Design Services For
2026 Street Preservation Project
(Morley Heights, Parkview)

RFP NUMBER 25-99479

Issued May 2, 2025

Project No.: 2255

Proposals Due: May 23, 2025, at 3:00 PM, Central Time

PROJECT OVERVIEW AND BACKGROUND

The City of Duluth is interested in retaining a consultant to provide design services thru bidding for the 2026 Morely Heights-Parkview Street Preservation Project, Project #2255. If construction engineering services are required, then the additional work will be contracted by amendment. See map attached.

Project	Year	Neighborhood	Street Segment	Mileage	Treatment
2255	2026	Morely Heights-Parkview	Everett St, from Jean Duluth Rd to Morningside	0.33	Recondition
2255	2026	Morely Heights-Parkview	Cherie Lane, from Everett St to Woodbury	0.26	Recondition
2255	2026	Morely Heights-Parkview	Woodbury Lane, from Everett to Glenwood	0.26	Recondition
2255	2026	Morely Heights-Parkview	Woodbury Lane, from Glenwood to Snively	0.11	Recondition
2255	2026	Morely Heights-Parkview	Jill St, from Cherie Ln to Woodbury Lane	0.15	Recondition
				1.11	

- Street construction work may include, but is not limited to: material removal, reclamation, milling, bituminous paving, storm water drainage improvements, ditching, complete or partial curb and gutter replacement, replace and improve all pedestrian ramps, complete or partial sidewalk replacement, turf establishment in all disturbed areas, and striping if present at this time – verify striping plans with City Traffic Engineer.

The project will be funded through City of Duluth Sales Tax Funding, levy funds, and storm water funds (all local funds).

The City of Duluth will provide the following:

- All available street and utility drawings from previous projects.
- Aerial photography and utility layers in ESRI shape files from the cities GIS system.
- Typical plan sheets (.pdf and CAD) from the previous Street Preservation Projects (attached). To provide sample plan layout and sheet formatting and text styles. City will also provide current PIN tables to setup CAD drawings.
- Assistance in obtaining other related information in City files pertaining to the project if needed, such as typical sections.
- List of known monuments on project to be preserved.
- List of known lead services, including which will be replaced by the city and those that will have restoration included in the drawings.
- City will provide a boring report for all streets.
- City will provide televising of appropriate pipes along with a pipe report for each televised pipe.

GENERAL PROJECT SCOPE

Consulting Engineering Services are expected to include all work necessary to provide final design including preliminary survey, plans and specifications, and bidding services.

All work shall be performed in accordance with the most recent version of the City Standard Construction Specifications and the Engineering Guidelines (available on the City of Duluth website), as well as current MNDOT specifications. Note that the city will be updating our construction specifications in 2025. The bid documents will need to incorporate this updated version.

SCOPE OF SERVICES

1. Initial Site Visit and Consultations

   a. The Consultant shall meet with City of Duluth representatives to review project scope and complexity, design criteria, related requirements, view existing conditions, gather data from the City engineering files and previously prepared reports. Additional consultations shall, where necessary, clarify the technical requirements and objectives of the contract and may be in the form of letters, emails and/or telephone conversations.

   b. The Consultant shall provide documentation of meetings and data provided.

   c. The Consultant shall ascertain the applicability of information provided, review data for completeness, and notify the City of any additional data required. It shall be the responsibility of the Consultant to determine, by site inspection procedures, the reliability of all the existing topographic survey. If information is found to be missing, the City will determine if this information should be collected as additional work.

   d. Consultant will need to prepare preliminary plan sheets to be used for site/street visits.

2. Public Participation

The Consultant should plan on one in-person meeting and one virtual meeting to be coordinated with the City Transportation planner, to communicate the project with residents.

3. Reconnaissance, Field Surveys & Geotechnical Exploration

   a. The Consultant shall perform survey as necessary for driveways, curbs, road and drainage work, including all manhole and valve locations. Consultant will also collect all survey information of existing ditches and yard slopes as needed for proposed sidewalks and ADA ramps including any retaining walls or v-curb needed and include in construction plans. The Consultant shall determine treatment for all monuments and their boxes that are disturbed with the project. Coordinate monument treatments with Project Engineer and City Surveyor and include in plan set.

   b. Review project sites (all Streets Listed) for physical conditions or lack of infrastructure that contribute to poor drainage and drainage issues such as sump pump discharges, natural seeps, etc., where they exist. Work will be included in these plans to improve drainage. Coordinate any proposed storm water improvements with the city storm water engineer, Tom Johnson or Nathan Bruno. The consultant shall assume that selective catch basin adjustment, repairs and replacements will be required on all streets and shall allocate design effort to include such work in the Plans. Similarly, the consultant is responsible for reviewing the sites identified

for reclamation in the preparation of their proposal and shall assume that existing storm pipes / trenches that show evidence of settling or heaving will require replacement and/or subgrade treatments as part of the project design. Other known storm sewer issues to be addressed by the consultant's design and provided in the consultant's design proposal include:

1. Driveways with bituminous in the concrete gutter section, settled or damaged curb and aprons that affect drainage shall not be perpetuated. New aprons shall be designed and included in the scope of the project. Where driveways are steeper, survey and design are required to prevent bottoming out of vehicles.

2. Locations for water quality structures shall be identified and reviewed for effectiveness within the sewer shed.

c. The pedestrian ramps will be improved to meet current ADA standards where sidewalks currently exist. The Consultant will be required to complete preliminary design for the curb ramps, with approval of the ramp type prior to final design by the project engineer. If the proposed ramp won't meet ADA standards, the Consultant shall submit to the city an ADA Compliance Checklist for that site in PDF format.

d. The Consultant shall be responsible for all permit applications that may be required of the City.

e. The City will provide all necessary geotechnical exploration. The consultant for this proposal shall review, provide recommendations and coordinate with Project Engineer to determine/verify the existing section on all the streets.

f. The construction type noted for each street segment provides initial guidance to the consultant on the project scope. However, this can be modified with new information, different construction techniques, budget constraints and approval of City Project Manager.

g. The City will arrange for televising all the storm water pipes under a separate contract. The consultant shall coordinate with the televising consultant to obtain all the video and inspection reports for the City. The consultant shall review all the information from televising consultant including the provided "Storm Video Inspection and Storm/Sanitary structures Assessment Report" that will include high resolution video logs and .pdf reports of each structure. The consultant shall provide all pipe/structure reports, repair and/or replacement recommendations, as appropriate to be included on plan.

h. The consultant shall include physical inspection of the all the storm structures (catch basins and manholes) and all the sanitary manholes on all of the roadway segments and provide all manhole/structure reports, repair and/or replacement recommendations, as appropriate to be included on plan.

i. Pipe and structure inspections and defect and feature coding by any consultants shall be in accordance with NASSCO MACP / PACP Level 1 standards. The inspection and recommendations with all forms, reports, photos, exhibits, diagrams, required viewer software, etc. shall be provided with the 30% plan review submittal so repairs and replacements can be assessed and incorporated in the project design to meet the City's overall project schedule.

j. All traffic control plans shall be reviewed and approved by the City Traffic Engineer.

4. Preliminary Design Recommendations and Costs

a. The Consultant shall analyze all appropriate data, and prepare recommendations and a p**reliminary construction cost estimate broken down per street prior to preparing plans and specifications.**
b. The consultant shall work with City staff to provide design and cost alternatives to assist the City in meeting the City's desired objectives and budget constraints.
c. Once the recommendations and cost estimate is prepared, meet with the project engineer to confirm direction.
d. Full design can commence following that meeting.

5. Plans and Specifications

a. The consultant shall prepare construction drawings. These drawings shall include all details, plans and specifications necessary for work as required by City. On past similar locally funded projects, an aerial photo of the project site with the work depicted on that aerial photo is sufficient for bidding. An SEQ with each project site in its own column will be necessary. This will allow a contingency if bids come in over budget and scope must be decreased. Note: The title sheet with the streets listed shall be in this order- Overlays, Mill and Overlays, and Reclaims. In each heading the streets shall be listed east to west. The SEQ shall list the streets in the same order. The Cost Estimates shall be in the same order and match the SEQ layout. See sample plan or examples provided by City.

b. 30%, 60% and 95% plan review submittal requirements will follow the provided MnDOT review checklists attached in Appendix C.

c. The specification preparation shall also include appropriate sections for bidding, bonding, agreements, general and special provisions, and other appropriate contract provisions as well. These sections shall be developed in accordance with the City standards, which shall be made available to the consultant.

d. The drawings shall include all necessary site maps, plans, elevations, sections, details, drainage profiles, and notes as needed or necessary to adequately show, explain or describe all features of the project. A full example plan set can be provided to interested consultants.

e. The contract drawing sequence shall follow the standard City of Duluth format.

6. Cost Estimate

A preliminary cost estimate (broken down by street in Excel and .pdf) is required prior to preparing plans and specifications (Section 4 above) and is due August 8, 2025. Each plan review submittal also requires an updated cost estimate, for a total of five (5) submittals. The city will provide an example to consultant. Following the completion of the plans and specifications a quantity takeoff and a detailed itemized construction cost estimate (Estimate

#4) for each individual segment of the project shall be provided. Cost Estimate #5 shall also be detailed and itemized and shall include any redlines or revisions by City.

7. Project Bidding

Upon completion of plans and specifications, the consultant shall provide all documents and services to provide for bidding and award for construction. The bid form shall be provided in CSV format without any extra or empty spaces between cells. The MnDOT item number, with the corresponding description, units and quantities provided in their own columns in capital letters, in numerical order. The consultant shall answer any questions brought up during bidding and attend a pre-bid conference. This design phase shall be considered complete upon award of the project following bidding.

PROJECT COMPLETION DATES

May 2, 2025	RFP Issued
May 23, 2025	Proposals Due
May 30, 2025	Selection of Consultant-Resolution Due
June 9, 2025	Council Approval to Award Contract
June 13, 2025	Notice to Proceed
August 8, 2025	Prelim Cost Est #1 and meeting
August 29, 2025	30% Plan review and Cost Est #2
October 30, 2025	60% Plan Review and Cost Est #3
December 12, 2025	95% Plan review and Cost Est #4
January 30, 2026	Final Plan, Specification, Cost Estimate #5 and SWPPP to City
February 13, 2026	Advertise for bids
March 10, 2026	Receive bids

QUALIFICATION PROPOSAL CONTENTS

The proposal shall be submitted in the following format broken into the 5 sections identified below. The proposal shall be limited to 10 pages plus a cover letter (The page limit includes all resumes. Proposals that exceed this limit will not be reviewed. Dividers and covers are not included in the page limitation). No costs shall be included in the qualification proposal. The proposal format shall be as follows:

1. Goals and Objectives
   A restatement of the goals and objectives and the project tasks to demonstrate the responder's view and understanding of the project.

2. Knowledge, Experience, and Personnel
   An outline of the responder's background and experience with similar projects. Project descriptions shall include a list key staff and their role. Include a description of the firm’s knowledge of City of Duluth street and utility standards. Within the experience, the consultant should demonstrate and provide proof of competency in the following areas:

- Road Design and Construction, including knowledge of reclamation and milling projects
- Planning for effective Public Participation
- Cost estimating and cost control
- Project management experience and dealing effectively with residents
- Erosion/Stormwater management for design of SWPPP for the project

Identify personnel to conduct the project and detail their training, certifications and licenses, and work experience. Identify how personnel proposed for this project were involved with the projects listed as experience. Identify a professional engineer registered in the State of Minnesota who will oversee the overall project. No change in personnel assigned to the project will be permitted without approval of the City.

3. Work Plan

   Include a detailed work plan identifying the work tasks to be accomplished and the budget hours to be expended on each task and subtask for roadway design. The work plan shall be in spreadsheet format and shall list each task and the number of hours for each staff person on that task. The work plan shall also identify the deliverables at key milestones in the project as well as any other services to be provided by the City. Do NOT include any costs in the work plan.

4. Work Schedule
   An anticipated work schedule shall also be provided. The work schedule shall identify all key milestone dates.

5. References
   A listing of names, addresses and telephone numbers of at least three (3) references for whom the respondent has performed similar street and utility construction services.

COST PROPOSAL CONTENTS

The consultant must include a not-to-exceed total project cost, as well as subtotals for design services and bidding and any sub consultant fees. The cost proposal shall include all of the following:

- A cover/transmittal letter
- A breakdown of the hours by task for each employee. This shall be in the same format as the work plan in the Qualifications proposal with the addition of costs.
- Hourly rates for each specific employee proposed. (not general rates by category)
- Identification of anticipated direct expenses and rates for miscellaneous charges such as mileage and copies.
- Identification of any assumption made while developing this cost proposal.
- Identification of any cost information related to additional services or tasks. Include this in the cost proposal, but identify it as additional costs and do not make it part of the total project cost.
- The Consultant must have the cost proposal/cover letter/transmittal signed in ink by an authorized member of the firm.
- The consultant must not include any cost information within the body of the RFP qualification proposal response.

SELECTION

The proposals will be reviewed by City Staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described herein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

	Item	Percent
1	Goals and Objectives	10%
2	Knowledge, Experience, and Personnel	20%
3	Work Plan	20%
4	Work Schedule	20%
5	Project costs/fees	30%

Proposals will be evaluated on a best value basis with 70% qualifications and 30% cost consideration. The review committee will not open the cost proposal until after the qualification points have been awarded.

PROPOSAL SUBMISSION

To be considered, hard copies of proposals must arrive at the City on or before the time and date specified in the Submittal Date in an envelope marked "25-99479 2026 Street Preservation (Morley Heights/Parkview)." The City will not accept proposals via email or facsimile transmission. The City reserves the right to reject or to deduct evaluation points for late proposals.

Proposals must be signed by an authorized official. If the official signs the Proposal Cover Sheet attached as Appendix A, this requirement will be met. Proposals must remain valid for 60 days or until a contract is fully executed; and terms of the proposal, if awarded, must be valid for the duration of the project.

Please submit:

- One (1) original and three (3) paper copies of the Technical Submittal.
- One (1) paper copy of the Cost Submittal sealed in an envelope separate from the Technical Submittal.
- One (1) copy of the entire proposal (Technical and Cost submittals, along with all requested documents) on flash drive in Microsoft Office-compatible or pdf format.

SUBMITTAL DATE

Proposals must be received by 3:00PM central time, May 23, 2025at:

Patti Stalvig, Purchasing Agent
City Purchasing
411 W. 1st Street, Room 120
Duluth, MN 55802

CONTACT

All questions concerning the project shall be directed to:

Patrick Loomis, PE
ploomis@duluthmn.gov
City of Duluth - Engineering Division
411 W. 1st Street, Room 240 City Hall
Duluth, Minnesota 55802-1191
(218) 269-5201 cell

LIMITATIONS

This Request for Proposal does not commit the City of Duluth to award a contract or pay costs incurred in the preparation of the proposal, or to procure a contract for services or supplies.

The Proposal shall not in any way include any restrictions on the City of Duluth. The Consultant shall NOT provide proposed contract language.

The City of Duluth specifically reserves the right to accept or reject any or all proposals, to negotiate with any qualified source, to cancel in part or in its entirety the Request for Proposal, to waive any requirements, to investigate the qualifications of any proposal, to obtain new proposals, or proceed to have the service provided in any way as necessary to serve the best interests of the City of Duluth.

The selected consultant must sign the City of Duluth standard Professional Engineering Services Agreement available at https://www.duluthmn.gov/purchasing/forms. Any questions concerning this agreement should be asked PRIOR to proposal submittal. These questions should be directed to Howard Smith in the City Engineering Office.

All materials submitted in response to this RFP will become property of the City and will become public record after the evaluation process is completed and an award decision made.

Prior to entering into an agreement with the city, the consultant shall furnish proof that it has met all legal requirements for transacting business in the State of Minnesota.

MANDATORY DISCLOSURES.

By submitting a proposal, each Bidder understands, represents, and acknowledges that:

A. Their proposal has been developed by the Bidder independently and has been submitted without collusion with and without agreement, understanding, or planned common course of action with any other vendor or suppliers of materials, supplies, equipment, or services described in the Request for Proposals, designed to limit independent bidding or competition, and that the contents of the proposal have not been communicated by the Bidder or its employees or agents to any person not an employee or agent of the Bidder.

B. There is no conflict of interest. A conflict of interest exists if a Bidder has any interest that would actually conflict, or has the appearance of conflicting, in any manner or degree with the performance of work on the project. If there are potential conflicts, identify the municipalities,

developers, and other public or private entities with whom your company is currently, or have been, employed and which may be affected.

C. It is not currently under suspension or debarment by the State of Minnesota, any other state or the federal government.

D. The company is either organized under Minnesota law or has a Certificate of Authority from the Minnesota Secretary of State to do business in Minnesota, in accordance with the requirements in M.S. 303.03.

APPENDICES

Appendix A – Proposal Cover Sheet
Appendix B – Project 2255 Map
Appendix C – MNDoT Review Checklists

APPENDIX A - PROPOSAL COVER SHEET
CITY OF DULUTH
RFP# 25-99479 2026 Street Preservation (Morley Heights/Parkview)

Bidder Information:	
Bidder Name	
Mailing Address	
Contact Person	
Contact Person's Phone Number	
Contact Person's E-Mail Address	
Federal ID Number	
Authorized Signature	
Name & Title of Authorized Signer	
Email of Authorized Signer	

ACKNOWLEDGMENT OF ADDENDA

ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE
ADDENDUM #	INITIAL/DATE

APPENDIX B – PROJECT 2255 MAP
CITY OF DULUTH
RFP# 25-99479 2026 Street Preservation (Morley Heights/Parkview)



2026 Sales Tax Projects

2026 Street Preservation
City Proj No: 2255

Miles
0 0.25

The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.

Date Created: 4/24/2025

APPENDIX C – MNDOT REVIEW CHECKLISTS
CITY OF DULUTH
RFP# 25-99479 2026 Street Preservation (Morley Heights/Parkview)

30% REVIEW CHECKLISTS

Project Desc _____
SP : _____
Design Squad : _____

Project Manager : _____

Project Charge ID# :_____

Review Due :_____

Signature :_____
Date : _____

CONTENT

- ☐ Title Sheet
- ☐ General Layout
- ☐ Inplace Utility Tabulation
- ☐ Inplace Utility Plans
- ☐ Typical Sections
- ☐ Alignment Plan
- ☐ Alignment Tabulation
- ☐ Topography Plans
- ☐ Removal Plans
- ☐ Construction Plans
- ☐ Intersection Detail
- ☐ Profiles
- ☐ Superelevation Plans
- ☐ Drainage Plans
- ☐ Cross Sections

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Title Sheet

- ☐ The following items are clearly identified and properly labeled:
  - ☐ Counties
  - ☐ Cities
  - ☐ Sections
  - ☐ Township & range
  - ☐ Bridges (Proposed/Inp.)
- ☐ Work description
- ☐ Length of project based on northbound or eastbound alignment (bridge lengths may not be available at 30%)
- ☐ Reference points (may not be available at 30%)
- ☐ Note referring to the alignment that the length and description is based on
- ☐ Necessary equations are shown (only for the alignment that the length is based on)
- ☐ Gravel Pits and Pit Data, if applicable (may not be available at 30%)
- ☐ Beginning and End of All Project SP# (alignment name and station)
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ Text on index map is large enough so that names of major streets, roadways, and other features are legible
- ☐ CSAH's or CR's are referred to as such(not just city street names)
- ☐ Scales at lower left
- ☐ Exceptions shown on index map
- ☐ File name, plot name and date of plot at lower left
- ☐ Design Designation and Design Exceptions information for each roadway
- ☐ Project location information at lower middle
- ☐ North Arrow
- ☐ Federal Project Number or State Funds at upper right
- ☐ Governing Specifications note at upper right
- ☐ Index with temporary sheet numbers (sheets should be in the order shown on the Sample Plan index)
- ☐ Signature block with the appropriate signature lines
- ☐ State Aid signature block, if applicable
- ☐ S.P. number at lower right, show all
- ☐ State Aid number, if applicable
- ☐ Legislative Route Number is shown after the Trunk Highway Number (in the S.P. block at the lower right)
- ☐ If an overlay, specifies concrete or bituminous overlay
- ☐ If applicable, Note stating High Pressure Pipelines or Petroleum
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

General Layout

- ☐ The following items are shown and properly labeled:
  - ☐ Beginning of project
  - ☐ End of project
  - ☐ Beginning of construction
  - ☐ End of construction
  - ☐ Cities
  - ☐ Counties
  - ☐ Proposed roadways - CSAH's or CR's are referred to as such (not just city street names)
  - ☐ Bridges (proposed & inp.)
  - ☐ Walls
  - ☐ Ponds
  - ☐ Lakes
  - ☐ Rivers/Creeks
  - ☐ Inplace railroads
  - ☐ City limits
  - ☐ County limits
  - ☐ Corporate limits
  - ☐ Inplace roadways adjacent to the proposed construction
- ☐ Mainline stationing in 500' increments (alignment should not be shown)
- ☐ Direction of traffic arrows
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ Show Station Equations
- ☐ Show Exceptions
- ☐ Show Areas of Environ. Sens. if scale is small enough to show; if not, Add Note Cross Ref. to sheets that show it.
- ☐ Projected Traffic Volumes and Report number
- ☐ Sheet locations of topography sheets, construction plan sheets and drainage plan sheets (verify correct sheet numbers are given)
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Inplace Utility Tabulation

- ☐ Utility locations and point numbers spot checked against the utility plan sheets
- ☐ Remarks and Ownership columns checked. It is particularly important that items which will need to be relocated are correctly identified. Initial Utility Conflicts Determined?
- ☐ Any Sanitary Sewer or Watermain impacts NEEDS to be designed by a consultant and coordinated with inplace or proposed utilities
- ☐ General Notes shown, (see sample plan)
- ☐ Utility company contact list shown
- ☐ Utility and Ownership abbreviations defined
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ If no utilities are impacted, don't need to tab. Place Note: No utilities will be impacted by this project.
- ☐ If applicable, add note, All overhead lines are distribution unless noted otherwise.
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Inplace Utility Plans

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Walls
  - ☐ Bridges (Proposed/Inp.)
  - ☐ R/W and Easements
  - ☐ Construction limits
- ☐ Beginning and End of Construction
- ☐ Utilities spot checked to make sure all utilities are included in the tabulations
- ☐ Scale
- ☐ North Arrow
- ☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)
- ☐ Owners labeled on Util. Plans if Designer only tabulates impacted utilities
- ☐ Clear Zone shown
- ☐ Label Transmission lines with KV if applicable
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Typical Sections

- ☐ The following items are shown and properly labeled:
  - ☐ Centerlines
  - ☐ Profile grade locations
  - ☐ Grading grade
  - ☐ Existing ground line
  - ☐ Roadway and shoulder slopes
  - ☐ Minimum slope dressing
  - ☐ Curb and C&G
- ☐ The following items are shown:
  - ☐ Roadway dimensions
  - ☐ Shoulder dimensions
  - ☐ Dimensions to P.I. shown
- ☐ Typicals comply with Preliminary Materials Design Recommendations in the soils letter
- ☐ Pavement and base depths and materials
- ☐ Subcut depths
- ☐ Limits of muck excavation
- ☐ Backfill material
- ☐ Typicals comply with the project memo/study report and the layout
- ☐ Is safety edge required? Include Detail
- ☐ Station limits and dimensions agree with construction plan
- ☐ Surface cross-slopes agree with superelevation plan
- ☐ General Notes: on 1st sheet or all
- ☐ Note indicating maximum 0.07 rollover in superelevation areas
- ☐ Label "ft/ft" on cross slopes or use a note
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Alignment Plan

- ☐ North Arrow on each sheet
- ☐ Scale on each sheet
- ☐ Horizontal Control Note on first sheet (Design needs to get this from the Surveys section)
- ☐ All alignments are labeled correctly - CSAH's or CR's are referred to as such (not just city street names)
- ☐ All points are labeled correctly
- ☐ Station ticks and stationing (at least two stations for each alignment labeled on each sheet)
- ☐ Station equations with symbol shown correctly
- ☐ Point numbers correspond with the Mn/DOT numbering system
- ☐ Point numbers agree with alignment tabulation
- ☐ Point numbers agree with Geopak alignment descriptions
- ☐ On longer length projects with multiple station equations, it is acceptable to store a project specific alignment (Discuss with Surveys)
- ☐ Plans should be plotted at a 200 scale
- ☐ Show PT, PC, and PI.
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Alignment Tabulation

- ☐ Point numbers correspond with the Mn/DOT numbering system
- ☐ Point numbers agree with alignment plan
- ☐ Point numbers agree with Geopak alignment descriptions
- ☐ Alignment names are exactly the same throughout plan
- ☐ Alignment tabulation information agrees with information in the .gpk file:
  - ☐ Stationing
  - ☐ Coordinates
  - ☐ Curve data
  - ☐ Azimuths
- ☐ Ahead and back azimuths match <u>exactly</u> in Geopak
- ☐ Curve radii agree with what is shown on the layout
- ☐ All station equations shown correctly
- ☐ Design Speed Criteria met
- ☐ On longer length projects with multiple station equations, it is acceptable to store a project specific alignment (Discuss with Surveys)
- ☐ Alignments for entrance and exit ramps Mn/DOT standards (see the Standard Plan sheets)
- ☐ Point equivalents at beginning and/or end of alignments defined (i.e. A Pt. 12.0 ‘ left of T.H. XX 23+45.678 = Ramp Y 10+00.000)
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Topography Plans

☐ The following items are shown and properly labeled:

- ☐ Roadway alignments (including equations)
- ☐ At least two stations for each alignment on each sheet
- ☐ Walls
- ☐ Bridges (Proposed/Inp.)
- ☐ Area of Environmental Sensitivity
- ☐ R/W and Easements

☐ Construction limits are labeled and shown correctly. Accurate construction limits are particularly important as they are used to determine right-of-way and easement acquisition.

☐ Beginning and End of Construction

☐ Inplace utilities and drainage are shown unless separate sheets are used for inplace utilities and/or drainage

☐ Proposed construction patterned (only new construction)

☐ Scale

☐ North Arrow

☐ Legend

☐ Label or Pattern Noxious Weeds

☐ Label inplace Lane/Shld dimensions and traffic flow arrows

☐ Patterns in legend match the patterns in the plan

☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)

☐ Text reads from the right side of the sheet or from the bottom of the sheet

☐ All text is legible and there is no text on top of text or lines going through text

☐ Drawn by: and Checked by: Initials included

☐ File name, plot name and date of plot at lower left

☐ Sheet title at lower right

☐ S.P. number with T.H. designation at lower right

☐ Comparison with Sample Plan completed

☐ Sample Plan Narrative and Checklist reviewed

☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Topography items may be included on the Removal Plans

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Removal Plans

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ R/W and Easements
  - ☐ Construction Limits
  - ☐ Bridges (Proposed/Inp.)
  - ☐ Roadways Labeled
  - ☐ All Pipe Sewer Removals, Pipe Culvert Removals, Structure Removals (CB, MH, DI, etc) and Apron Removals
  - ☐ All Abandon In-Place Pipe Sewer, Pipe Culverts, and Structures
  - ☐ Include TAMS Hydinfra ID numbers for Pipes/Culverts, MH's, CB's, and DI's; include 6,000 series numbers for aprons
  - ☐ Wetland Number and Type
- ☐ Beginning and End of Construction
- ☐ Scale
- ☐ North Arrow
- ☐ Legend which clearly indicates removal items, match pay item descriptions (See Removal Patterns and Line Styles microstation file)
- ☐ Removal items included on the Removals tabulation
- ☐ Miscellaneous Drainage Tab – Include all Pipe Sewer, Pipe Culverts, CB's, MH's, DI's, and Aprons to be removed or abandoned in-place along with the TAMS ID's for the pipes, culverts, CB's, MH's, DI's (aprons will have a 6,000 series number).
- ☐ Determine Trees to be removed on the project, check trees in the Clear Zone, work with Traffic Safety Area Manager and pull accident history, see Tech memo 17-04-ENV-02. Work with Project Manager and Maintenance to determine if contractor or maintenance will perform the work.
- ☐ Legends and Patterning must match
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Removal items may be included on the Topography Plans (not recommended when there is a lot of drainage removal work on the project)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Construction Plans

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Curb and C&G
  - ☐ Pedestrian ramps
  - ☐ Medians
  - ☐ Median noses
  - ☐ Walls
  - ☐ Bridges (Proposed/Inp.)
  - ☐ Inplace railroads
  - ☐ Inplace roadways adjacent to the proposed construction
  - ☐ Inplace lakes, rivers, creeks
  - ☐ Areas of environmental sensitivity
  - ☐ Wetland type and number
  - ☐ R/W and Easements
  - ☐ Construction Limits
  - ☐ Label Trunk Highways (Ex TH 35W NB)
- ☐ Beginning and End of All Project SP#
- ☐ Beginning and End of Construction
- ☐ Roadway and shoulder dimensions
- ☐ Paths/walks labeled and dimensioned
- ☐ Taper rates and pluses shown. Taper rates should be shown as 1:x, not x:1.
- ☐ Taper lengths computed correctly
- ☐ Intersection radii, nose and other relevant pluses shown
- ☐ Staff Approved Layout Signed
- ☐ Direction of traffic arrows
- ☐ Clear Zone shown
- ☐ Noses identified by Standard Plate
- ☐ Scale
- ☐ North Arrow and Legends Shown
- ☐ Initial R/W requirements/construction limits
- ☐ Patterns in legend match the patterns in the plan
- ☐ City, County and Corporate Limits
- ☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)
- ☐ Note(s) referring to details
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Comparison with Sample Plan completed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Intersection Detail

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Median noses including standard plate number
  - ☐ R/W
  - ☐ Inp. Above ground Util.
  - ☐ Inp. CB, MH, Drop Inlets or Aprons
  - ☐ Walls
  - ☐ Bridges (Proposed/Inp.)
  - ☐ Curb/C&G type
- ☐ Roadway and shoulder dimensions
- ☐ Paths/walks labeled and dimensioned
- ☐ Taper rates and pluses. Taper rates should be shown as 1:x, not x:1.
- ☐ Noses and other relevant pluses
- ☐ Direction of traffic arrows
- ☐ Scale, 20 scale drawings
- ☐ North Arrow
- ☐ All radius points and tangent points labeled and tabbed
- ☐ Label Beg./End Curb Reconstruction
- ☐ Gutter grades or spot elevations shown, if applicable
- ☐ Provide Plan sheets to MnDOT ADA office prior to site visit
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Profiles

- ☐ Vertical control note (Design needs to get this from the Surveys section)
- ☐ Direction of traffic arrows shown correctly
- ☐ Profile information agrees with information in the .gpk file:
  - ☐ Grades
  - ☐ High and low points
  - ☐ PVC station and elevation
  - ☐ PVI station and elevation
  - ☐ PVT station and elevation
  - ☐ Beginning and end of profile station and elevation
- ☐ Grade at profile tie-in points at the beginning/end of profiles
- ☐ Ties to other alignments at the beginning/end of profile shown vertically (including the vertical line)
- ☐ Subgrade excavation depth and tapers (may or may not be included in 30% plan). Tapers should be shown as 1:x, not x:1.
- ☐ Profile grade, grading grade, and existing ground line labeled
- ☐ Muck/rock excavation shown and labeled correctly
- ☐ Design speed criteria are met
- ☐ Bridges (Prop./Inp.) shown and labeled
- ☐ Bridge excavation shown/Backfill w/ ?? material
- ☐ Bridge clearances checked
- ☐ Stationing at crossing roadways/railroads shown
- ☐ Even increment elevations are shown on both sides of the sheet
- ☐ Stationing is shown along the bottom of the sheet
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Superelevation Plans

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Walls
  - ☐ Bridges
- ☐ Beginning and End of Construction
- ☐ Roadway and shoulder dimensions
- ☐ Superelevation transitions patterned
- ☐ Station pluses and cross-slopes where superelevation transition begins and ends and where the superelevation is zero. Format cross slope text as 0.02
- ☐ Superelevation transition lengths computed correctly
- ☐ Label "ft/ft" on cross slopes or use a note
- ☐ Examine superelevation transitions for low points
- ☐ Clear Zone shown
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ Label High/Low points
- ☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: May be combined with Drainage Plans.

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Drainage Plans

- ☐ All preservation work needs to be shown in the 30% plan:
  - ☐ Pipe Sewer and Pipe Culvert Linings along with TAMS ID
  - ☐ Frame and Ring Casting Adjustments and Replacements along with TAMS ID
  - ☐ Misc. Structure Repairs (Grouting, Partial Rebuilds, etc.) along with TAMS ID
- ☐ All of the above work should be tabulated under the Miscellaneous Drainage Tab, which also includes any pipe sewer, pipe culvert, and structure removals and is located near the front of the plan set
- ☐ Between the 30% and 60% review, check to make sure all preservation work is correct in the Removal plans, Drainage Plans, and Miscellaneous Drainage Tabulation
- ☐ Coordinate with WRE to let them know when 30/60/95% plans will be submitted for review, so that they can get you the drainage information prior to the 30/60/95% completion points.
- ☐ Clear Zone and R/W shown
- ☐ Wetland number and type
- ☐ Scale
- ☐ North Arrow
- ☐ Legend - if lining, include symbology
- ☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible, not upside down, and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

30% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Cross Sections

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments
  - ☐ Walls
  - ☐ Bridges (Prop./Inp.)
  - ☐ Utilities - Existing
  - ☐ R/W and Easements
  - ☐ Slope ratios
  - ☐ Paths/walks
- ☐ Beginning and End of Construction
- ☐ Inplace, survey, or construction centerlines
- ☐ Profile Elevations, Subcuts, Muck Excavation, Rock excavation, Ditch grades, etc. cross-checked
- ☐ Grid Elevations and Distances
- ☐ General Cross Section Notes (on first sheet only)
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.

60% REVIEW CHECKLISTS

Project Desc : _____

SP : _____

Design Squad : _____

Project Manager : _____

Project Charge ID# :_____

Review Due :_____

Signature :_____

Date : _____

CONTENT

- ☐ Title Sheet
- ☐ General Layout
- ☐ Standard Plates
- ☐ Earthwork Tabulation & Summary
- ☐ Tabulations
- ☐ Inplace Utility Tabulation
- ☐ Inplace Utility Plans
- ☐ Typical Sections
- ☐ Standard Plan Sheets
- ☐ Staging Plans
- ☐ Alignment Plan
- ☐ Alignment Tabulation
- ☐ Topography Plans
- ☐ Removal Plans
- ☐ Construction Plans
- ☐ Intersection Detail
- ☐ Profiles
- ☐ Concrete Paving Plan & Details
- ☐ Bituminous Paving Details
- ☐ Superelevation Plans
- ☐ Retaining Wall Plans & Profiles
- ☐ Retaining Wall Profiles
- ☐ Retaining Wall Tabulations
- ☐ Noise Wall Profiles
- ☐ Noise Wall Tabulations
- ☐ Noise Wall Details
- ☐ Drainage Plans
- ☐ Drainage Profiles
- ☐ Drainage Tabulations
- ☐ Erosion Control and Turf Establishment Plans
- ☐ Attenuator Plan
- ☐ Traffic Barrier Details
- ☐ Traffic Control Plan
- ☐ Contour Sheets
- ☐ Striping Plans
- ☐ Lighting Plans
- ☐ Signing Plans
- ☐ Traffic Management System Plans
- ☐ Signal Plans
- ☐ Matchline Layout
- ☐ Cross Sections

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Title Sheet

- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ File name, plot name and date of plot at lower left
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

General Layout

- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Standard Plates

- ☐ Standard Plates listed in numerical order
- ☐ Numbers, Letters and Descriptions of Standard Plates match the Standard Plates Website
- ☐ Standard Plates applicable to other groups (Traffic, Signals, Lighting, etc.) are included, or include note, For Additional Standard Plates, see sheets xx, xx and xx.
- ☐ Blank lines provided between 1000 series
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Include standard note that shows up at the top of Standard Plates Tab.
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Earthwork Tabulation & Summary

- ☐ Earthwork quantities tabulated by alignment
- ☐ Earthwork computed by stages, if applicable
- ☐ Breakdown of excavation/embank. quantities
- ☐ Quantities are accurate from the tabulations to the summary
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Tabulations

- ☐ If tabulations are included in the 60% plan submittal, see the 95% Checklist for the tabulations checklist
- ☐ Work with Design Engineer/Project Manager to determine Funding Splits/Funding Sources
- ☐ Work with Design Engineer/Project Manager and C.O. to determine if any Agreements are needed.
- ☐ Mailbox Supports that do not meet standards need to be replaced, work with Project Manager to send out letters (MnDOT's standard letter) to land owners.

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Inplace Utility Tabulation

- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review
- ☐ Finalize Utilitiy Impacts
- ☐ Public utility relocation design and plans
- ☐ Major private utility plans
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Inplace Utility Plans

- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review
- ☐ Clear Zone shown
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Typical Sections

- ☐ The following items are shown and properly labeled:
  - ☐ Centerlines
  - ☐ Profile grade locations
  - ☐ Grading grade
  - ☐ Existing ground line
  - ☐ Roadway and shoulder slopes
  - ☐ Minimum slope dressing
  - ☐ Curb and C&G
- ☐ The following items are shown:
  - ☐ Roadway dimensions
  - ☐ Shoulder dimensions
  - ☐ Dimensions to P.I. shown
- ☐ Typicals comply with Final Materials Design Recommendations
- ☐ Pavement and base depths and materials
- ☐ Subcut depths
- ☐ Limits of muck excavation
- ☐ Backfill material
- ☐ Typicals comply with the project memo/study report and the layout
- ☐ Is safety edge required? Include Detail
- ☐ Station limits and dimensions agree with construction plan
- ☐ Surface cross-slopes agree with superelevation plan
- ☐ General Notes: on 1st sheet or all
- ☐ Note indicating maximum 0.07 rollover in superelevation areas
- ☐ Label "ft/ft" on cross slopes or use a note
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)
- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Standard Plan Sheets

- ☐ Standard Plans in numerical order
- ☐ Current sheet only
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ See sample plan for examples on how to modify standard plan
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Staging Plans

- ☐ Legend
- ☐ Permanent Construction Hatched
- ☐ Temporary Construction Hatched
- ☐ Removals Hatched
- ☐ Traffic Flow
- ☐ Portable Concrete Barrier and Impact Attenuators unless shown in Traffic Control Plans
- ☐ Inplace Pavement Dashed
- ☐ Traffic and Construction Narrative
- ☐ Roadways labeled
- ☐ Coordinate with Construction and Traffic
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Alignment Plan

- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Alignment Tabulation

- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Topography Plans

- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Removal items may be included on the Topography Plans

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Removal Plans

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ R/W and Easements
  - ☐ Construction Limits
  - ☐ Bridges (Proposed/Inp.)
  - ☐ Roadways Labeled
  - ☐ All Pipe Sewer Removals, Pipe Culvert Removals, Structure Removals (CB, MH, DI, etc) and Apron Removals
  - ☐ All Abandon In-Place Pipe Sewer, Pipe Culverts, and Structures
  - ☐ Include TAMS Hydinfra ID numbers for Pipes/Culverts, MH's, CB's, and DI's; include 6,000 series numbers for aprons
  - ☐ Wetland Number and Type
- ☐ Beginning and End of Construction
- ☐ Scale
- ☐ North Arrow
- ☐ Legend which clearly indicates removal items, match pay item descriptions (See Removal Patterns and Line Styles microstation file)
- ☐ Removal items included on the Removals tabulation
- ☐ Miscellaneous Drainage Tab – Include all Pipe Sewer, Pipe Culverts, CB's, MH's, DI's, and Aprons to be removed or abandoned in-place along with the TAMS ID's for the pipes, culverts, CB's, MH's, DI's (aprons will have a 6,000 series number).
- ☐ Determine Trees to be removed on the project, check trees in the Clear Zone, work with Traffic Safety Area Manager and pull accident history, see Tech memo 17-04-ENV-02. Work with Project Manager and Maintenance to determine if contractor or maintenance will perform the work.
- ☐ Legends and Patterning must match
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Removal items may be included on the Topography Plans (not recommended when there is a lot of drainage removal work on the project)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Construction Plans

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Curb and C&G
  - ☐ Pedestrian ramps
  - ☐ Medians
  - ☐ Median noses
  - ☐ Walls
  - ☐ Bridges (Proposed/Inp.)
  - ☐ Inplace railroads
  - ☐ Inplace roadways adjacent to the proposed construction
  - ☐ Inplace lakes, rivers, creeks
  - ☐ Areas of environmental sensitivity
  - ☐ Wetland Number and Type
  - ☐ R/W and Easements
  - ☐ Construction Limits
  - ☐ Label Trunk Highways (Ex TH 35W NB)
- ☐ Beginning and End of Project
- ☐ Beginning and End of Construction
- ☐ Roadway and shoulder dimensions
- ☐ Paths/walks labeled and dimensioned
- ☐ Taper rates and pluses shown. Taper rates should be shown as 1:x, not x:1.
- ☐ Taper lengths computed correctly
- ☐ Intersection radii, nose and other relevant pluses shown
- ☐ Proposed guardrail runs parallel to the alignment.
- ☐ Direction of traffic arrows
- ☐ Noses identified by Stnd. Plate
- ☐ Clear Zone shown
- ☐ Scale
- ☐ North Arrow and Legend
- ☐ Special Structures – Coordination with Bridge Office
- ☐ Patterns in legend match the patterns in the plan
- ☐ City, County and Corporate Limits
- ☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)
- ☐ Note(s) referring to details
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Comparison with Sample Plan completed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.
- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Intersection Details

- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Check items that may have been changed or added since the 30% review
- ☐ Coordinate with MnDOT ADA Office. Complete ADA Plan Review Checklist 1 form located on their website and submit for review:

  https://www.dot.state.mn.us/ada/design.html
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Profiles

- ☐ Vertical control note (Design needs to get this from the Surveys section)
- ☐ Direction of traffic arrows shown correctly
- ☐ Profile information agrees with information in the .gpk file:
  - ☐ Grades
  - ☐ High and low points
  - ☐ PVC station and elevation
  - ☐ PVI station and elevation
  - ☐ PVT station and elevation
  - ☐ Beginning and end of profile station and elevation
- ☐ Grade at profile tie-in points at the beginning/end of profiles
- ☐ Ties to other alignments at the beginning/end of profile shown vertically (including the vertical line)
- ☐ Subgrade excavation depth and tapers (may or may not be included in 30% plan). Tapers should be shown as 1:x, not x:1.
- ☐ Profile grade, grading grade, and existing ground line labeled
- ☐ Muck/rock excavation shown and labeled correctly
- ☐ Design speed criteria are met
- ☐ Bridges (Prop./Inp.) shown and labeled
- ☐ Bridge excavation shown/Backfill w/?? material
- ☐ Bridge clearances checked
- ☐ Stationing at crossing roadways/railroads shown
- ☐ Show Station Equations with Elevations and show gap
- ☐ Even increment elevations are shown on both sides of the sheet
- ☐ Stationing is shown along the bottom of the sheet
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)
- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review
- ☐ Vertical Control note (may or may not have been included in 30% plan)
- ☐ Subgrade excavation depth and tapers (may or may not have been included in 30% plan)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Concrete Paving Plan and Details

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Curb and C&G
  - ☐ Raised medians
  - ☐ Joints
  - ☐ Headers
  - ☐ Bridges (Prop./Inp.)
- ☐ The following items are shown:
  - ❑ Construction notes on first sheet
  - ❑ Uniform panel lengths
  - ❑ Pavement thickness
  - ❑ Taper rates and pluses (Taper rates should be shown as 1:x, not x:1).
- ☐ Beginning and End of Construction
- ☐ Roadway and shoulder dimensions
- ☐ Pavement design complies with the Project Memo, soils letter, and the typical sections
- ☐ Panel dimensions
- ☐ Reinforced panels over culverts (patterned) Supplemental Pavement Reinforcement
- ☐ Taper lengths computed correctly
- ☐ Scale
- ☐ For Gore areas, Place a Note referring to Standard Plans
- ☐ Coordinate with Concrete Office
- ☐ North Arrow
- ☐ Legend
- ☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)
- ☐ Note(s) referring to details
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Bituminous Paving Details

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Curb and C&G
  - ☐ Raised medians
  - ☐ Bridges (Prop./Inp.)
- ☐ Roadway and shoulder dimensions
- ☐ Pavement design complies with the Project Memo, soils letter, and the typical sections
- ☐ Taper rates and pluses shown. Taper rates should be shown as 1:x, not x:1.
- ☐ Taper lengths computed correctly
- ☐ Scale
- ☐ Legend
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Superelevation Plans

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Walls
  - ☐ Bridges
- ☐ Beginning and End of Construction
- ☐ Roadway and shoulder dimensions
- ☐ Superelevation transitions patterned
- ☐ Station pluses and cross-slopes where superelevation transition begins and ends and where the superelevation is zero
  Format cross slope text as 0.02
- ☐ Superelevation transition lengths computed correctly
- ☐ Label "ft/ft" on cross slopes or use a note
- ☐ Examine superelevation transitions for low points
- ☐ Clear Zone shown
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ Label High/Low points
- ☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)
- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review

Note: Superelevation Plan may be included with the Drainage Plan

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Retaining Wall Plans and Profiles

- ☐ The following items in the area of the retaining wall are shown and properly labeled:
  - ☐ Roadways (including centerline and stationing)
  - ☐ Walks
  - ☐ Paths
  - ☐ Other walls
- ☐ Decision has been made for "Type" of retaining wall (ex. CIP, Sheet Pile, MSE, Block, etc.) Coordinate with foundations and bridge.
- ☐ All special designs, such as Moment Slabs, Oversized R-walls, N-walls on top of R-walls, need to be design by a consultant or MnDOT bridge.
- ☐ Beginning and End of Construction
- ☐ Scale
- ☐ North Arrow
- ☐ The following items are shown and properly labeled:
  - ☐ Top of railing (or Parapet)
  - ☐ Top of Retaining Wall
  - ☐ Finished groundline at front face
  - ☐ Inplace groundline
  - ☐ Top of footing
  - ☐ Bottom of footing
  - ☐ Any inplace utilities, sewer pipes or culverts which are to remain
  - ☐ Any utilities, sewer pipes or culverts that will be installed
- ☐ If not shown in tabulation form, the elevations of the following items should be shown at each wall joint:
  - ☐ Top of railing (or Parapet)
  - ☐ Top of Wall
  - ☐ Finished Groundline at Front Face
  - ☐ Top of Footing
  - ☐ Bottom of Footing
- ☐ If not shown in tabulation form, the station of the each joint is shown
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc)

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Retaining Wall Tabulations (Cast In Place)

- ☐ If not shown on the profile, the elevations of the following items should be shown at each joint:
  - ☐ Top of Railing (or Parapet)
  - ☐ Top of Wall
  - ☐ Finished groundline at Front Face
  - ☐ Top of Footing
  - ☐ Bottom of Footing
- ☐ Joint Station
- ☐ Joint XY coordinates
- ☐ Panel Height
- ☐ Panel Length
- ☐ Concrete quantity for each panel
- ☐ Reinforcement quantity for each panel
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ For all types of wall examples, see sample plan
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Noise Wall Profiles/Concrete Post and Wood Plank

- ☐ The following items are shown and properly labeled:
  - ☐ Top and Bottom of Noise Wall
  - ☐ Ground Elevation at face of wall
  - ☐ Inplace Groundlines
  - ☐ Depth of Post Embedment
  - ☐ Any inplace utilities, sewer pipes or culverts which are to remain
  - ☐ Any utilities, sewer pipes or culverts that will be installed
- ☐ Station of each post/joint
- ☐ Elevations along the top of wall
- ☐ Every 10th post numbered
- ☐ Stationing along bottom of profile
- ☐ Even increment elevations on both sides of sheet
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Noise Wall Tabulations

- ☐ Using most up to date Excel file
- ☐ Post number and station
- ☐ Ground Elevation
- ☐ Slope
- ☐ Top of Wall Elevation
- ☐ Area
- ☐ Post Length
- ☐ Post Embedment
- ☐ Bottom of Embedment
- ☐ Fine Filter Aggregate or structural concrete (1A43), discuss with foundations
- ☐ Check for need of guardrail or rubrail
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
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- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Noise Wall Details

- ☐ Location of wall alignment in relation to the wall is indicated
- ☐ Station range that detail applies to, if not the entire wall
- ☐ Slopes
- ☐ Width of slopes
- ☐ Inplace groundline
- ☐ Limits of excavation
- ☐ Backfill material
- ☐ Confirm any Special Treatment Details
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
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- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Drainage Plans

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Walls
  - ☐ Bridges
  - ☐ Paths/Walks
  - ☐ Lakes, Rivers, Creeks
  - ☐ Areas of environmental sensitivity
  - ☐ Wetland number and type
  - ☐ R/W and Easements
- ☐ Beginning and End of Construction
- ☐ Inplace drainage structures and pipe culverts, with TAMS ID numbers and aprons with 6,000 series numbers – Only if work is being done on them or on the storm sewer between them and they are staying inplace
- ☐ Pipe Sewer and Pipe Culvert Linings along with TAMS ID
- ☐ Frame and Ring Casting Adjustments and Replacements along with TAMS ID and note
- ☐ Misc. Structure Repairs (Grouting, Partial Rebuilds, etc.) along with TAMS ID and note
- ☐ Proposed drainage structures and aprons, with 5,000 series numbers, ~~and aprons,~~ labeled
- ☐ Wet Pond, Filtration, and Infiltration Basin with Bottom Elevation, Normal Water Line and High Water Line data shown (Include if possible at this point)
- ☐ High and Low Point station and elevation shown
- ☐ Roadway and shoulder dimensions
- ☐ Direction of surface flow arrows and storm sewer flow direction arrows
- ☐ Riprap locations
- ☐ Clear Zone shown
- ☐ Coordinate with WRE to let them know when 30/60/95% plans will be submitted for review, so that they can get you the drainage information prior to the 30/60/95% completion points.
- ☐ .
- ☐ Proposed ditch blocks
- ☐ Basin Signage
- ☐ Note(s) referring to drainage profiles, tabulations and details
- ☐ Scale
- ☐ North Arrow
- ☐ Legend – if lining, include symbology
- ☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible, not upside down, and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)
- ☐ Between the 60% and 90%, review to make sure all information is correct

Note: Superelevation and Erosion Control information may be shown on Drainage Plan sheets

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Drainage Profiles

☐ The following items are shown and properly labeled:

- ☐ Elbows
- ☐ Bends
- ☐ Reducers
- ☐ Inplace and Proposed Groundlines
- ☐ Utilities adjacent to structures or pipes
- ☐ Top of Casting and Flow Line Elevations
- ☐ Stationing and Elevations

☐ Pipes are labeled with the following information:

- ☐ Type (material)
- ☐ Diameter
- ☐ Length
- ☐ Slope
- ☐ Class (if other than class II)
- ☐ RC Apron or Safety Apron

☐ The following items are accurate when spot-checked:

- ☐ Structure station and offset
- ☐ Elevation
- ☐ Pipe lengths
- ☐ Grades

☐ Any inplace structures or pipes are shown dashed

☐ Structure numbers (5,000 if proposed and TAMS ID if existing)

☐ Pipe diameters, length, material, and class are consistent between profiles and tabulation

☐ Include Safety Apron details as needed

☐ Include notes

☐ Between the 60% and 90%, review to make sure all information is correct

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Drainage Tabulations

- ☐ All information spot-checked
- ☐ All totals checked for accuracy
- ☐ Pipe diameters, material, length, and class are consistent between profiles and tabulation
- ☐ Guideposts are included at proper locations
- ☐ Sheet totals correctly transferred to any summary tabulations
- ☐ Notes which indicate the location of station and offset for aprons, pipes, and structures
- ☐ Casting assembly type column
- ☐ Structure pay height and type columns
- ☐ Construct Drainage Structure Design Special column
- ☐ At the lower right, list of structures and aprons found on this sheet
- ☐ Pipe Sewer and Pipe Culvert tabbed separately
- ☐ Steps Req'd box filled out – steps required when structures are 4' or greater in height
- ☐ On large projects, create drainage index
- ☐ Plastic Pipe option column
- ☐ Apron and apron type column
- ☐ Riprap Type with quantity column
- ☐ Geotextile Filter Type with quantity column
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible, not upside down, and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
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- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)
- ☐ Between the 60% and 90%, review to make sure all information is correct

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Erosion Control and Turf Establishment Plans

☐ The following items are shown and properly labeled:

- ☐ All roadway alignments (including equations)
- ☐ At least two stations for each alignment on each sheet
- ☐ Paths/Walks
- ☐ Walls
- ☐ Bridges
- ☐ Lakes
- ☐ Rivers, Creeks
- ☐ Areas of environmental sensitivity
- ☐ Wetland number and type
- ☐ Construction limits
- ☐ R/W and Easements

☐ Beginning and End of Construction

☐ Inplace drainage structures and culverts with TAMS ID's and aprons with 6,000 series numbers ~~and pipes~~ labeled

☐ Proposed drainage structures and aprons labeled with 5,000 series numbers

☐ Wet Pond, Filtration and Infiltration Basin with Bottom, Normal Water Line and High Water Line data shown

☐ High and Low Point station and elevation shown

☐ Roadway and shoulder dimensions

☐ Direction of surface flow arrows and storm sewer flow arrows

☐ Riprap locations

☐ Bio Rolls

☐ Silt fence

☐ Silt fence note (see Sample Plan)

☐ Storm drain inlet protection

☐ Proposed ditch blocks

☐ Culvert end controls

☐ Site Plan requirement notes

☐ Turf Establishment method

☐ Scale

☐ North Arrow

☐ Legend

☐ Plan Sheet Location box (on projects with complicated plan sheet layouts) (optional)

☐ Note(s) referring to details

☐ Text reads from the right side of the sheet or from the bottom of the sheet

☐ All text is legible and there is no text on top of text or lines going through text

☐ Drawn by: and Checked by: Initials included

☐ File name, plot name and date of plot at lower left

☐ Sheet title at lower right

☐ S.P. number with T.H. designation at lower right

☐ Comparison with Sample Plan completed

☐ Sample Plan Narrative and Checklist reviewed

☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Erosion Control information may be shown on Drainage Plan or Turf Establishment sheets

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Impact Attenuator Plan

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Curb and C&G
  - ☐ Pedestrian ramps
  - ☐ Medians
  - ☐ Median noses
  - ☐ Bridges (Prop./Inp.)
- ☐ Beginning and End of Construction
- ☐ Scale
- ☐ North Arrow
- ☐ Legend (should include Traffic Flow Arrow)
- ☐ Patterns in legend match the patterns in the plan
- ☐ Roadway and shoulder dimensions
- ☐ Plan sheet does not contain unnecessary information
- ☐ Label Impact Attenuator type

Note: this can be shown in other parts of the plan

- ☐ Include Design Speed for Attenuator
- ☐ Notes or sheet no. for attenuator details
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Traffic Barrier Details

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Inplace roadways adjacent to the proposed construction
- ☐ The following items are shown:
  - ☐ Intersection radii, nose and other relevant pluses
  - ☐ Include X,Y coordinates at all kink points at bullnose designs and include tab
- ☐ Paths/walks labeled and dimensioned
- ☐ Note any incidental work applying to the details
- ☐ Scale
- ☐ North Arrow
- ☐ Legend (should include traffic and drainage flow)
- ☐ Patterns in legend match the patterns in the plan
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Traffic Control Plan

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Bypasses
  - ☐ Inplace roadways adjacent to the proposed construction
  - ☐ Bridges (Prop./Inp.)
- ☐ The following items are shown:
  - ☐ Temporary Traffic Control Devices
  - ☐ Detours (if applicable)
  - ☐ Staged construction (if applicable)
- ☐ Beginning and End of Construction
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ Pay items correspond with those shown in TRNSPORT
- ☐ Tab letter(s) and Sheet numbers
- ☐ Cross References to other sheets (as applicable)
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: See Sample Plan Narrative for examples

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Contour Sheets

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Wet Ponds (w/ name, high, normal and bottom elevation)
  - ☐ Dry Ponds, Filtration, and Infiltration Basins (w/ name, high, and bottom elevations)
  - ☐ Bridges (Prop./Inp.)
  - ☐ Slopes (i.e. 1:6, 1:3)
  - ☐ High and low points
  - ☐ Inplace railroads
  - ☐ Lakes
  - ☐ Rivers/Creeks
  - ☐ Areas of environmental sensitivity
  - ☐ Inplace roadways
  - ☐ R/W and Easements
  - ☐ Construction Limits
- ☐ Scale
- ☐ North Arrow
- ☐ Contours are typically drawn at 2 foot intervals with elevations labeled at every 10 feet of change or as needed to show intent
- ☐ Pond and Infiltration/Filtration Basin contours are typically drawn at 1 foot intervals with elevations labeled at every 5 feet of change or as needed to show intent
- ☐ Provide X,Y coordinates along a single contour
- ☐ Other sheets are cross-referenced (as applicable)
- ☐ Note(s) referring to details
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Striping Plans

- ☐ Roadways labeled
- ☐ Stationing shown
- ☐ Bypass striping and staged construction striping shown if not included in the Traffic Control Plan
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Striping plans may not be included with the 60% plan, See Sample Plan Narrative for examples

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Lighting Plans

- ☐ Roadways labeled
- ☐ Stationing shown
- ☐ Bypasses and staged construction shown and labeled, if applicable
- ☐ Check for conflicts between light bases/wiring and drainage structures or utilities
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Lighting plans may not be included with the 60% plan, See Sample Plan Narrative for examples

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Signing Plans

- ☐ Roadways labeled
- ☐ Stationing shown
- ☐ Bypasses and staged construction shown and labeled, if applicable
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Signing plans may not be included with the 60% plan, See Sample Plan Narrative for examples

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Traffic Management System Plans

- ☐ Roadways labeled
- ☐ Stationing shown
- ☐ Bypasses and staged construction shown and labeled, if applicable
- ☐ Check for conflicts between TMS and drainage structures or utilities
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Traffic Management System plans may not be included with the 60% plan, See Sample Plan Narrative for examples

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Signal Plans

- ☐ Roadways labeled
- ☐ Stationing shown
- ☐ Bypasses and staged construction shown and labeled, if applicable
- ☐ Check for conflicts between signals/wiring and drainage structures or utilities
- ☐ Scale
- ☐ North Arrow
- ☐ Legend
- ☐ Patterns in legend match the patterns in the plan
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Note: Signal plans may not be included with the 60% plan, See Sample Plan Narrative for examples

60% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Cross Section Matchline Layout

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Matchlines
  - ☐ Walls
- ☐ Cross section index
- ☐ Bar Scale
- ☐ North Arrow
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

Cross Sections

- ☐ The following items are shown and properly labeled:
  - ☐ All roadway alignments
  - ☐ Walls
  - ☐ Bridges (Prop./Inp.)
  - ☐ Utilities - Existing
  - ☐ R/W and Easements
  - ☐ Slope ratios
  - ☐ Paths/walks
- ☐ Beginning and End of Construction
- ☐ Inplace, survey, or construction centerlines
- ☐ Profile Elevations, Subcuts, Muck Excavation, Rock excavation, Ditch grades, etc. cross-checked
- ☐ Grid Elevations and Distances
- ☐ General Cross Section Notes (on first sheet only)
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)
- ☐ Check to see that the 30% Plan Review comments have been addressed in the 60% Plan.
- ☐ Other items that may have been changed or added since the 30% review

95% REVIEW CHECKLISTS

Project Desc :

SP:

Design Squad :

Project Manager :

Project Charge ID# :

Review Due :

Signature :_____
Date : _____

CONTENT

- ☐ Title Sheet
- ☐ General Layout
- ☐ Estimated Quantities
- ☐ Standard Plates
- ☐ Earthwork Tabulation & Summary
- ☐ Soils & Construction Notes
- ☐ Tabulations
- ☐ Inplace Utility Tabulation
- ☐ Inplace Utility Plans
- ☐ Typical Sections
- ☐ Standard Plan Sheets
- ☐ Staging Plans
- ☐ Alignment Plan
- ☐ Alignment Tabulation
- ☐ Topography Plans
- ☐ Removal Plans
- ☐ Construction Plans
- ☐ Intersection Detail
- ☐ Profiles
- ☐ Concrete Paving Plan & Details
- ☐ Bituminous Paving Details
- ☐ Superelevation Plans
- ☐ Retaining Wall Plans
- ☐ Retaining Wall Profiles
- ☐ Retaining Wall Tabulations
- ☐ Noise Wall Profiles
- ☐ Noise Wall Tabulations
- ☐ Noise Wall Details
- ☐ Drainage Plans
- ☐ Drainage Profiles
- ☐ Drainage Tabulations
- ☐ Environment Management Plan (Green sheets)
- ☐ Water Resources Notes/SWPPP
- ☐ Erosion Control and Turf Establishment Plans
- ☐ Attenuator Plan
- ☐ Traffic Barrier Details
- ☐ Contour Sheets
- ☐ Fencing Plans
- ☐ Traffic Control Plan
- ☐ Striping Plans
- ☐ Lighting Plans
- ☐ Signing Plans
- ☐ Traffic Management System Plans
- ☐ Signal Plans
- ☐ Matchline Layout
- ☐ Cross Sections

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Title Sheet

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Index with sheet numbers complete
- ☐ File name, plot name and date of plot at lower left.
- ☐ Title Sheet index description matches Plan Sheet titles exactly.
- ☐ Federal Number for upper right corner. Project Manager or Design Engineer should request the Fed. #
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).
- ☐ Title Sheet sent to Tim Swanson, Jane Krebsbach and Chee Yeun Lay for Review prior to making vellum.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

General Layout

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Estimated Quantities

- ☐ Items and item numbers are exactly as shown on the TRNSPORT list.
- ☐ Units for each item agree with the TRNSPORT list. TRNSPORT list has units in short form. The units need to be shown in the correct abbreviation on the Estimated Quantities.
- ☐ Pay items provided by other functional groups (traffic, lighting, etc.) are included.
- ☐ If there is more than one S.P. and/or there is cost participation by another unit of government/agency, the quantities need to be split out into separate columns.
- ☐ All quantities (except for Clearing and Grubbing/Seeding/Subsoiling/Seed Bed Preparation) are rounded up to the nearest whole number.
- ☐ Tab index are not required, but on larger projects it is helpful
- ☐ The 4 ProRata items can be placed to the nearest 0.01, see design scene
- ☐ Quantities agree with tabulations.
- ☐ Tabulation number and sheet number of each item agree with the tabulations.
- ☐ Consult with Construction regarding the Plan quantity items on the project.
- ☐ Plan quantity items are shown with a (P) after the item.
- ☐ Contact survey's to see if they want Construction Surveying by Lump Sum on the project.
- ☐ See design scene for cost breakdown examples
- ☐ Consult with Construction regarding the proper pay items for field laboratory, field office.
- ☐ Leave blank lines between groups of items for improved readability.
- ☐ All text is legible and there is no text on top of text or lines going through text.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Drawn by: and Checked by: Initials included.
- ☐ File name, plot name and date of plot at lower left.
- ☐ Sheet title at lower right.
- ☐ S.P. number with T.H. designation at lower right.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Standard Plates

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Use the Master list of plates maintained by C.O. Standards to prepare the tabulation.
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Earthwork Tabulation & Summary

- ☐ All text is legible and there is no text on top of text or lines going through text.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Drawn by: and Checked by: Initials included.
- ☐ Quantities from work not done from cross sections, (ie. Ponds,Bypass) included with as a line item on the summary.
- ☐ File name, plot name and date of plot at lower left.
- ☐ Sheet title at lower right.
- ☐ S.P. number with T.H. designation at lower right.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Soils and Construction Notes

- ☐ Statements in the soils letter/MDR that have a single vertical line next to them in the left margin are included in the plan.
- ☐ All text is legible and there is no text on top of text or lines going through text.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Drawn by: and Checked by: Initials included.
- ☐ File name, plot name and date of plot at lower left.
- ☐ Sheet title at lower right.
- ☐ S.P. number with T.H. designation at lower right.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Tabulations

- ☐ Almost all pay items should be tabulated. See Sample Plan for a list of possible tabulations.
- ☐ Tabulation letter/number is shown in the title box on the right side of each tabulation.
- ☐ Column headings must be the same as the pay items on the Estimated Quantities (acceptable abbreviations may be used).
- ☐ If a pay item number is used in a column heading, use the first four digits only, not the last three.
- ☐ Appropriate units are shown in column sub-heading.
- ☐ Offset distances need to include the unit (12**'** Rt) or the unit needs to be included in the Offset column heading.
- ☐ In most cases, the location of individual tabulated items should be from the nearest roadway alignment.
- ☐ The location and offset of items should be specific. For instance, B624 C&G on W. Fr. Rd. should be as follows:

10+25 to 11+50	12' Rt	125
11+50 to 12+40	12' to 18' Rt	90
12+40 to 14+50	18' Rt	210
Not as follows:		
W. Fr. Rd.		425

- ☐ All quantities are checked by someone else that didn't create the tabulation for accuracy by referencing the appropriate sheets (Construction Plans, Topography Plans, Turf Establishment, etc.).
- ☐ If a high error rate (10% or more lines have an error) is found and/or it is apparent that an incorrect methodology has been used to arrive at the quantities, return to owner.
- ☐ If multiple sheets are necessary for a tabulation, subtotals should be shown on each sheet with a totals on the last sheet.
- ☐ If there are multiple S.P.'s, there should be a total for each S.P.
- ☐ Check totals for accuracy. Use a calculator. Be aware of rounding errors in the totals
- ☐ Aggregate and Bituminous tabulation:
  - ☐ Bituminous mixtures, aggregate shouldering and aggregate base agree with soils letter and typical sections.
  - ☐ The extra amount used for computing the first lift of the bituminous mixtures is shown in a footnote.
- ☐ Concrete Paving tabulation:
  - ☐ Depth of pavement agrees with soils letter and typical sections.

Curb/Curb and Gutter and Walk tabulation:

- ☐ Pedestrian Ramps are paid for as curb/curb and gutter and concrete walk. See ADA Standard Plans.
- ☐ On entrances where the gutter goes through the entrance, there is no deduction from C&G quantity. See ADA Standard Plans.
- ☐ Standard Plate 7107 and 7108 noses are paid for as curb/curb and gutter and 6" concrete walk. Standard Plate 7109 and 7113 noses are paid for as 6" concrete walk.
- ☐ Salvage and Removals tabulation:
  - ☐ If the tabulation includes concrete/bituminous pavement removal, provide a footnote indicating whether the concrete pavement is reinforced or not and the approx. thickness of both

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Tabulations (cont.)

- ☐ If the tabulation includes the removal of any anchorage assemblies, add a footnote stating includes anchorage block.
- ☐ If the tabulation includes plate beam guardrail removal, the removal of end treatments is tabulated also.

☐ Traffic Barrier tabulation:

- ☐ Each type of guardrail end treatment has a separate column heading.
- ☐ Safety grates at apron inlet/outlet would not eliminate the need for guardrail.
- ☐ 25' of Traffic Barrier Design Special is tabulated for guardrail attachment to bridge railings or concrete median barriers. Include appropriate standard plan sheets
- ☐ Guardrail installations where the guardrail is less than the minimum distance from a hazard which presents the risk of snagging, note that the rail will be double nested as per standard plan sheet.
- ☐ There are no gaps in the guardrail that are less than 200'

☐ Turf Establishment tabulation:

- ☐ Tabulate all items needed for turf establishment for the project, including temporary items.

☐ Sawing Pavement tabulation:

- ☐ Footnote(s) indicating approximate depth of bituminous/concrete pavement.

☐ Fencing tabulation:

- ☐ Electrical Grounds, Metal Brace Assembly and Gates are each in a separate column heading.

☐ Culvert tabulation:

- ☐ The culvert class is indicated in the column heading.

☐ Casting Assemblies tabulation:

- ☐ Refer to the Catch Basin and Manhole tables in section .400 of the Standard Plates manual for correct assemblies.

☐ Riprap tabulation:

- ☐ The riprap class is indicated in the column heading.
- ☐ Include fabric as per standard plate

☐ In the lower right corner of the sheet, the name of each tabulation on that particular sheet is listed.

☐ References to other sheets are accurate (i.e. See Sheet No. xx). Don't duplicate notes on Estimated Quantities

☐ All text is legible and there is no text on top of text or lines going through text.

☐ Drawn by: and Checked by: Initials included.

☐ File name, plot name and date of plot at lower left.

☐ Sheet title at lower right.

☐ S.P. number with T.H. designation at lower right.

☐ Comparison with Sample Plan completed.

☐ Sample Plan Narrative and Checklist reviewed.

☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Inplace Utility Tabulation

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Inplace Utility Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Clear Zone shown
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Typical Sections

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Has Materials reviewed the Typical Sections?
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Standard Plan Sheets

- ☐ The most current version of Standard Plan sheets can be found on ProjectWise.
- ☐ If any revision has been made to a Standard Plan sheet, see design scene.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Staging Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Alignment Plan

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Alignment Tabulation

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Topography Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Removal items may be included on the Topography Plans

Removal Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Removal items may be included on the Topography Plans (not recommended when there is a lot of drainage removal work on the project)

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Construction Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Clear Zone shown
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Intersection Details

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ MnDOT ADA Office reviewed. Complete ADA Plan Review Checklist 2 form located on their website and submit for review: https://www.dot.state.mn.us/ada/design.html
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Profiles

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Concrete Paving Plan and Details

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Final Review by Concrete Office.
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Bituminous Paving Details

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Superelevation Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ Clear Zone shown
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Superelevation Plan may be included with the Drainage Plan

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Retaining Wall Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Final Review by Foundations if warranted.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Retaining Wall Profiles

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Confirm tie-in elevations at existing retaining walls or Proposed/Inp. bridge wing walls.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Retaining Wall Tabs

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Confirm retaining wall esthetics with Bridge Office.
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Noise Wall Profiles

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Noise Wall Tabulations

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Confirm paint/stain colors with Project Documentation.
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Noise Wall Details

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Confirm any Special Treatment Details.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Drainage Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Clear Zone shown
- ☐ Confirm with Water Resources that all Final Changes/Revisions are complete.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Superelevation and Erosion Control information may be shown on Drainage Plan sheets

Drainage Profiles

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Confirm with Water Resources that all Final Changes/Revisions are complete.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Drainage Tabulations

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Confirm with Water Resources that all Final Changes/Revisions are complete.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Environment Management Plan (Green Sheets)

- ☐ PM is responsible that Green Sheets are created and completed in the plan & Specs.
- ☐ PM will coordinate with functional groups to ensure that all the items on the Green sheets have been addressed and completed in the plan & Specs.
- ☐ Design is responsible to take the Green sheet spreadsheets from the PM and paste them into plan sheet borders and gave it back to PM to review.
- ☐ Sample plan Narrative and Checklist reviewed.

Water Resources Notes/SWPPP

- ☐ Water Resources section provides plan sheets
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet
- ☐ All text is legible and there is no text on top of text or lines going through text
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left
- ☐ Sheet title at lower right
- ☐ S.P. number with T.H. designation at lower right
- ☐ Comparison with Sample Plan completed
- ☐ Sample Plan Narrative and Checklist reviewed
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.)

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Erosion Control and Turf Establishment Plans

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ R/W and Easements
  - ☐ Construction Limits
  - ☐ Walls
  - ☐ Bridges (Proposed/Inp.)
- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Check items that may have been changed or added since the 60% review.
- ☐ Beginning and End of Construction.
- ☐ North Arrow on each sheet.
- ☐ Scale on each sheet.
- ☐ Legend
- ☐ Any new ponds should show the normal and high water elevations.
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet.
- ☐ All text is legible and there is no text on top of text or lines going through text.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Drawn by: and Checked by: Initials included.
- ☐ File name, plot name and date of plot at lower left.
- ☐ Sheet title at lower right.
- ☐ S.P. number with T.H. designation at lower right.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Impact Attenuator Plan

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Traffic Barrier Details

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Contour Sheets

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Fencing Plans

- ☐ The following items are shown and properly labeled:
  - ☐ Roadway alignments (including equations)
  - ☐ At least two stations for each alignment on each sheet
  - ☐ Walls
  - ☐ Bridges (Proposed/Inplace)
  - ☐ Inplace railroads
  - ☐ Inplace roadways adjacent to the proposed construction
  - ☐ Inplace lakes, rivers, creeks
  - ☐ Areas of environmental sensitivity
  - ☐ R/W and Easements
- ☐ Note stating dimensions from R/W to fence locations.
- ☐ Fence gates shown and labeled.
- ☐ Scale.
- ☐ North Arrow.
- ☐ Legend.
- ☐ Patterns in legend match the patterns in the plan.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ Text reads from the right side of the sheet or from the bottom of the sheet.
- ☐ All text is legible and there is no text on top of text or lines going through text.
- ☐ Drawn by: and Checked by: Initials included
- ☐ File name, plot name and date of plot at lower left.
- ☐ Sheet title at lower right.
- ☐ S.P. number with T.H. designation at lower right.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Traffic Control Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Striping Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Striping Plans may not have been included in the 60% plan. If so, use the 60% and 95% checklists for the 95% review.

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Lighting Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Lighting Plans may not have been included in the 60% plan. If so, use the 60% and 95% checklists for the 95% review.

Signing Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Signing Plans may not have been included in the 60% plan. If so, use the 60% and 95% checklists for the 95% review.

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Traffic Management System Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Traffic Management System Plans may not have been included in the 60% plan. If so, use the 60% and 95% checklists for the 95% review.

Signal Plans

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Note: Signal Plans may not have been included in the 60% plan. If so, use the 60% and 95% checklists for the 95% review.

95% Plan Review Checklist

SP Number : _____
Designer : _____
Reviewed By : _____
Date : _____

Cross Section Matchline Layout

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).

Cross Sections

- ☐ Check to see that the 60% Plan Review comments have been addressed in the 95% Plan.
- ☐ Other items that may have been changed or added since the 60% review.
- ☐ Sheets should be number with XS1-XS??
- ☐ References to other sheets are accurate (i.e. See Sheet No. xx).
- ☐ File name, plot name and date of plot at lower left.
- ☐ Comparison with Sample Plan completed.
- ☐ Sample Plan Narrative and Checklist reviewed.
- ☐ Complies with CADD Data Standards (i.e. level, line style, line weight, text size, cells, etc.).