PROJECT NUMBER:   number

PROJECT NAME:  name

NOTE:

1. Provide all documentation as applies to the project. Checked box indicates document is included; leave box blank if document is not included.
2. Discipline reports (such as Hydraulics, Geotechnical, & Materials) are located within their respective folders, outside of the HwyDesign Folder
3. Delete unused folders and corresponding file for the list below at Awarded PS&E before exporting/coping files for Construction use.

# 01-CADD

## Design

(All working design files, DGN format; choose only one Scenario below)

Scenario ONE – All files related to GEOPAK operations

Horizontal file [ ]

(DGN format)

Vertical file [ ]

(DGN format)

Pattern Line file [ ]

(DGN format)

Shape file [ ]

(DGN format)

Cross Section file [ ]

(DGN format)

Cross Section Layout file [ ]

(DGN format)

GPK [ ]

(GPK format)

Scenario TWO – All files related to Corridor Modeler operations

Corridor Modeler [ ]

(RDP format)

GPK [ ]

(GPK format)

Roadway Designer [ ]

(IRD format)

Template Library [ ]

(ITL format)

Scenario THREE – All files related to Open Roads Designer operations

Template Library [ ]

(ITL format)

Working Design File [ ]

*(Working Design file includes the Geometry file & Corridor file; DGN format)*

Superelevation File [ ]

(DGN format)

Cross Section Layout file [ ]

(DGN format)

CADD and GEOPAK Tracking Document(s) [ ]

(Designer develops during design process)

Notice Letter [ ]

(WORD format, Design documentation forms located on FLH external website)

### Reports and Output Files

(Working files)

Earthwork [ ]

(.xlsx & .txt format)

Clearing Notes [ ]

(CSV format)

Slope Stake Notes [ ]

(TXT format)

Finish Grade [ ]

(Red Tops in XYZ style)

Intermediate Grade [ ]

(Yellow Tops in XYZ style)

Subgrade [ ]

(Blue Tops in XYZ style)

## Plan Sheets

(Create as many folders as needed for the project; place project sheet files in .DGN format within their respective folders. Include the permit drawings within this folder.)

### Sheets\_A – General

### Sheets\_B – Summary of Quantities

### Sheets\_C – Typical Section(s)

### Sheets\_D – Plan and Profile

### Sheets\_E

# 02-SCR

Production SCRs [ ]

(*Working WORD files)*

# 10-Quantities Estimate and Schedule

## Construction Schedule

Working Construction Schedule [ ]

(CPM or BCM, created via Cross Functional Team collaboration; produced at each milestone)

Working PS&E to Notice to Proceed Calculator [ ]

(Working EXCEL file)

## Engineers Estimate-Prices-UPA

Working Engineers Estimate [ ]

(Designer produces at each milestone)

Working Incentives Spreadsheet [ ]

(Designer produces at each milestone)

Working Unit Price Support [ ]

(Designer develops for each item, include manufacturer’s product data)

## Quantity Calculations

Quantity Calculations [ ]

(Tabulation of Quantities for plan sheets, Support documentation for calculations, hand calculations / sketches, Decision Memos, direction documentation, pictures, etc.)

# 20-Design Documentation

Working Design Narrative [ ]

(Designer produces; include special design considerations)

Working Highway Design Standards / Exceptions Memo [ ]

(Designer produces with Cross Functional Team guidance)

# 30-PSE Package

(Delete unused milestone folders; do not renumber if a milestone folder has been deleted)

## 31-Preliminary (30) PSE

### A-Pre-Milestone PSE

(Pre-Milestone reviews (i.e. QC Peer Review, Safety Review))

Design Narrative [ ]

(PDF for review)

Peer Review comments [ ]

(Comments and responses from PEER Review)

Pre-Milestone Engineer’s Estimate [ ]

(PDF of Estimate for review)

Pre-Milestone Plan set [ ]

(PDF of Plans review)

### B-Milestone PSE

(Cross Functional Team & Partner Review)

Distributed Construction Schedule [ ]

(PDF for review)

Distributed Design Narrative [ ]

(PDF for review)

Distributed Milestone Engineer’s Estimate [ ]

(PDF of Estimate for review)

Distributed Milestone Plan set [ ]

(PDF of Plans review)

Distributed Milestone Special Contract Requirements [ ]

(PDF of SCRs for review)

### C-Review Comments

External Review Comments of Milestone PSE [ ]

(Includes all client and others review comments and responses for milestone)

Internal / CFT Review comments of Milestone PSE [ ]

(Cross Functional Team Review Comments for milestone)

## 32-Intermediate (50) PSE

### A-Pre-Milestone PSE

(Pre-Milestone reviews (i.e. QC Peer Review, Safety Review))

Design Narrative [ ]

(PDF for review)

Peer Review comments [ ]

(Comments and responses from PEER Review)

Pre-Milestone Engineer’s Estimate [ ]

(PDF of Estimate for review)

Pre-Milestone Plan set [ ]

(PDF of Plans review)

Pre-Milestone Special Contract Requirements [ ]

(PDF of SCRs for review)

### B-Milestone PSE

(Cross Functional Team & Partner Review)

Distributed Construction Schedule [ ]

(PDF for review)

Distributed Design Narrative [ ]

(PDF for review)

Distributed Milestone Engineer’s Estimate [ ]

(PDF of Estimate for review)

Distributed Milestone Plan set [ ]

(PDF of Plans review)

Distributed Milestone Special Contract Requirements [ ]

(PDF of SCRs for review)

### C-Review Comments

External Review Comments of Milestone PSE [ ]

(Includes all client and others review comments and responses for milestone)

Internal / CFT Review comments of Milestone PSE [ ]

(Cross Functional Team Review Comments for milestone)

## 33-Plan-In-Hand (70) PSE

### A-Pre-Milestone PSE

(Pre-Milestone reviews (i.e. QC Peer Review, Safety Review))

Distributed Design Narrative [ ]

(PDF for review)

Distributed Highway Design Standards [ ]

(PDF for review)

Peer Review comments [ ]

(Comments and responses from PEER Review)

Pre-Milestone Plan set [ ]

(PDF of Plans review)

Pre-Milestone Special Contract Requirements [ ]

(PDF of SCRs for review)

Pre-Milestone Engineer’s Estimate [ ]

(PDF of Estimate for review)

### B-Milestone PSE

(Cross Functional Team & Partner Review)

Distributed Construction Schedule [ ]

(PDF for review)

Distributed Design Narrative [ ]

(PDF for review)

Distributed Highway Design Standards [ ]

(PDF for review)

Distributed Milestone Engineer’s Estimate [ ]

(PDF of Estimate for review)

Distributed Milestone Plan set [ ]

(PDF of Plans review)

Distributed Milestone Special Contract Requirements [ ]

(PDF of SCRs for review)

### C-Review Comments

Constructability Review Comments of Milestone PSE [ ]

(Review comments)

External Review Comments of Milestone PSE [ ]

(Includes all client and others review comments and responses for milestone)

Internal / CFT Review comments of Milestone PSE [ ]

(Cross Functional Team Review Comments for milestone)

## 34-Final (95) PSE

### A-Pre-Milestone PSE

(Pre-Milestone reviews (i.e. QC Peer Review, Safety Review))

Distributed Design Narrative [ ]

(PDF for review)

Distributed Highway Design Standards [ ]

(PDF for review)

Peer Review comments [ ]

(Comments and responses from PEER Review)

Pre-Milestone Engineer’s Estimate [ ]

(PDF of Estimate for review)

Pre-Milestone Plan set [ ]

(PDF of Plans review)

Pre-Milestone Special Contract Requirements [ ]

(PDF of SCRs for review)

### B-Milestone PSE

(Cross Functional Team & Partner Review)

Distributed Construction Schedule [ ]

(PDF for review)

Distributed Design Narrative [ ]

(PDF for review)

Distributed Highway Design Standards [ ]

(PDF for review)

Distributed Milestone Engineer’s Estimate [ ]

(PDF of Estimate for review)

Distributed Milestone Plan set [ ]

(PDF of Plans review)

Distributed Milestone Special Contract Requirements [ ]

(PDF of SCRs for review)

### C-Review Comments

Constructability Review Comments of Milestone PSE [ ]

(Review comments)

External Review Comments of Milestone PSE [ ]

(Includes all client and others review comments and responses for milestone)

Internal / CFT Review comments of Milestone PSE [ ]

(Cross Functional Team Review Comments for milestone)

# 40-General Correspondence

All Correspondence [ ]

(All pertinent correspondence arranged by subject)

Contact Lists of principle contacts [ ]

(Coordinate with Project Manager)

Letters and Memos, Internal/External [ ]

(Coordinate with Project Manager)

Media Articles [ ]

Outlook .PST file [ ]

(Designer emails)

# 50-Meeting Minutes

Cross Functional Team Minutes [ ]

(Check with Project Manager)

Field Review [ ]

(Check with Project Manager at review stages)

Others [ ]

(Check with Project Manager)

Project Decision Committee [ ]

(Check with Project Manager)

Public Meeting Minutes/Synopsis [ ]

(Check with Project Manager)

Trip Reports [ ]

(Cross Functional Team members produce)

# 60-Design Deliverables to Construction

(Additional documentation not already provided at Sign-Off to Acquisitions but finalized for Construction)

Final Design Narrative [ ]

(PDF format)

Legal Comments [ ]

(Obtain from Acquisitions)

Pre-bid contractor questioned and answers [ ]

(Obtain from Acquisitions)

2D Design Data

(For all projects using 2D Design software, create the following files)

Horizontal Alignment Data Listings [ ]

(PDF format)

Vertical Alignment Data Listings [ ]

(PDF format)

Clearing Notes [ ]

(PDF format)

Slope Stake Notes [ ]

(PDF & CSV format)

Finish Grade [ ]

(Red Tops in XYZ style, PDF & CSV format)

Intermediate Grade [ ]

(Yellow Tops in XYZ style, PDF & CSV format)

Subgrade [ ]

(Blue Tops in XYZ style, PDF & CSV format)

Seeding Design Listing [ ]

(PDF format)

Plotted Drainage Cross-Sections with labeled Subgrade (11” x 17”) [ ]

(PDF format)

Plotted Bridge Plans, actual size (22” x 34”) [ ]

(PDF format)

# Sign-Off

(All completed project documents to be delivered to Acquisitions)

## A-Sign-Off PSE

Final Engineer’s Estimate [ ]

(PDF file from EEBACS)

Final Plan set [ ]

(PDF of Plans)

Final Special Contract Requirements [ ]

(PDF & WORD format; final SCRs ready for Acquisitions)

Notice to Bidders / Offers delivered to Acquisitions [ ]

(PDF & WORD format; final SCRs ready for Acquisitions)

## B-Sign-Off Documents

Adjacent / Virtually Adjacent Memo [ ]

(Obtain signed copy from CO)

Brand Name or Equal Justification Memorandum [ ]

(Obtain copy from Project Manager)

Construction Engineering Budget [ ]

(Obtain from Construction Operations Engineer (COE))

e-Procurement Request Form [ ]

(Obtain copy from Project Manager)

e-Procurement Request Form (for printing) [ ]

(Obtain copy from Project Manager)

External Distribution List [ ]

(Obtain copy from Project Manager)

Federal Business Opportunities (Fed Biz Ops form) [ ]

(Obtain copy of signed form from Project Manager)

Final/Signed Highway Design Standards / Exceptions [ ]

(PDF format; all signatures acquired)

Final Construction Schedule [ ]

(PDF format)

Final PS&E to Notice to Proceed Calculator [ ]

(PDF format)

GEOPAK Earthwork Data Listing [ ]

(PDF format)

Incentives Spreadsheet [ ]

(PDF & EXCEL file)

Letter of Authorization (LOA) [ ]

(Obtain copy from Project Manager)

Options Justification Memo [ ]

(Copy of signed memo)

Sign-Off Checklist [ ]

(Design to fill out Design side; Acquisition to fill out the Acquisitions side)

Sole Source Justification Memo [ ]

(Obtain copy from Project Manager)

Waiver from Sealed Bid [ ]

(Obtain copy from Project Manager)

WFLHD-2, PS&E Assembly and Review [ ]

(PDF format; Obtain from Project Manager)

## C-Physical Data

2D Design Data

(For all projects using 2D Design software, create the following files)

Plotted Cross-Sections with labeled Subgrade (11” x 17”) [ ]

(PDF format)

3D Design Data

(For all projects using 3D Design software, create the following files)

3D Break Lines [ ]

(DXF format)

Control Point Coordinates [ ]

(XML format)

Existing Ground Surface [ ]

(Land XML format)

Horizontal Alignment Data Listings [ ]

(XML format)

Vertical Alignment Data Listings [ ]

(XML format)

Proposed Finished Surface [ ]

(Land XML format)