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)