

Bureau of Project Development Quality Review Checklist			
Bureau of Project Development Reviews or Region Delegate	Review Objective	Perform Prior to PS&E Submittal	Review Certification Required (Y/N)
Project Services (Project Oversight Unit)	Review plans for conformity with DSR and commitments made during project development. Review items include: - <i>Typical sections</i> - <i>Alignment and geometric standards</i> - <i>Project scope</i> - <i>Safety and unique features</i>	Complete the plan review of the items listed in the review objective as appropriate.	Yes (A)
	Review Special Provisions for conformity to DSR and commitments made during the project development. Review items include: - <i>Prosecution and Progress</i> - <i>Other Contracts</i> - <i>Traffic</i> - <i>Modification to Standards</i> - <i>90XXX items</i> - <i>Environmental & Hazardous materials</i> - <i>Proprietary Items</i>	Complete the Special Provisions review of the items listed in the review objective as appropriate	Yes (A)
	Review the plans and specifications for buildability	Review the plans and specifications for buildability	Yes (A) <i>(A) Exception – this review and certification is not required for projects on local roads, 100% state-funded traffic operations projects or SHRM /Federal preventive maintenance projects.</i>
	Review Transport project estimate for conformity to plans and special provisions. Review items include: - <i>Titles</i> - <i>Funding</i> - <i>Categories</i> - <i>Bid items</i>	Complete the Estimate review of the items listed in the Review Objective column.	

Bureau of Highway Maintenance Quality Review Checklist			
Bureau of Highway Operations Reviews or Region Delegate	Review Objective	Perform Prior to PS&E Submittal	Review Certification Required (Y/N)
Highway Maintenance and Roadside Management Section	Review wayside and weight scale plans prepared by the regions.	Review plans, special provisions, and ensure that proprietary item approval has been secured as appropriate for unique items.	Yes <i>NOTE: Review of SHRM projects has been delegated to the regions.</i>
	Review landscape designs.	Review landscape plans, special provisions, and estimate for accuracy and appropriateness on all plans with any landscape component. Ensure that proprietary item approval has been secured for unique items as appropriate.	Yes
Traffic Engineering Section	Review signing and marking plans for compliance to standards.	Review pavement marking, signing and traffic control plans, special provision, and estimates for accuracy and appropriateness.	Yes <i>Not required for:</i> - <i>Projects with no special sign details on local roads.</i> - <i>100% state-funded traffic operations projects or</i> - <i>SHRM projects.</i>
	Review traffic control plans.	Review special traffic control details and schemes for compliance with MUTCD requirements and to ensure safety.	Yes <i>See FDM 11-50-15 under "Finished Traffic Control Plan & Review Meeting."</i>
Electrical Engineering Section	Provide review services and recommendations to ensure compliance with standards	Review of street lighting plans, special provisions and estimate to ensure compliance with standards. Ensure that proprietary item approval has been secured for unique items as appropriate.	Yes
		Review traffic signal plans, including controllers, electrical/electronics, ITS related items, special provisions, and estimate to ensure compliance with standards. Ensure that proprietary item approval has been secured for unique items as appropriate.	Yes
		Test and certify traffic signal controllers prior to installation (after contract letting).	No

Bureau of Technical Services - Environmental Sections

Quality Review Checklist

Bureau of Equity & Environmental Services Reviews or Region Delegate	Review Objective	Perform Prior to PS&E Submittal	Review Certification Required (Y/N)
Environmental Services Section (Contaminated Sites Team) <i>Hazardous Materials</i>	Provide guidance, review and approval.	Ensure that hazardous materials have been addressed during the project development process. Review and comment on plans, special provisions and estimate to ensure proper management of hazardous materials per DOT policy.	Yes <i>Review has been delegated to the Region Environmental Coordinator.</i>
Environmental Services Section (Natural Resources Team) <i>Wetlands</i> <i>Endangered Resources</i>	Provide guidance, review and approval. Ensure that environmental commitments stated in the Design Study Report are addressed.	Ensure that wetland and natural resource mitigation has been addressed during the project development process. Provide guidance and assistance in the development of wetland and natural resources mitigation plans. Review and comment on plans, specifications and engineer estimates pertaining to wetland mitigation resulting from DOT projects.	Yes <i>Review has been delegated to the Region Environmental Coordinator.</i>
Environmental Services Section (Environmental Review and Analysis Team) <i>Archeology/Historical</i> <i>Air/Noise</i> <i>Erosion Control/Storm Water Management</i>	Provide guidance, review and approval. Ensure that environmental commitments stated in the Design Study Report are addressed.	Review and comment on plans, special provisions and estimates on unique construction activities resulting from Historical/Archeological requirements. Review and comments on air and noise quality issues. Review and comment on plans, special provisions and estimates in the area of erosion control adequacy and storm water management.	Yes <i>Review has been delegated to the Region Environmental Coordinator.</i>

Bureau of Transit, Local Roads, Railroads & Harbors Quality Review Checklist			
Railroads & Harbors Section Reviews or Region Delegate	Review Objective	Perform Prior to PS&E Submittal	Review Certification Required (Y/N)
Region Railroad Coordinator	<p>Ensure that contract proposals have the necessary railroad provisions and information.</p> <p>Necessary information includes:</p> <ul style="list-style-type: none"> - <i>adding overlooked railroad special provisions</i> - <i>checking insurance requirements</i> - <i>checking named contract personnel</i> - <i>checking clearances, flagging rates and railroad force work</i> - <i>calling attention to any needed coordination between contractor and railroad.</i> - <i>verify that the 86.13 notice was sent to the railroad.</i> <p>The Railroad Coordinator will review the project status of agreements and Land Rights and coordinate any additional work.</p>	Review plans, special provisions, and estimates on all matters involving railroads.	Yes Review has been delegated to the Region Railroad Coordinator

Bureau of Technical Services - Acquisition & Services Section Quality Review Checklist

Bureau of Technical Services Reviews or Region Delegate	Review Objective	Perform Prior to PS&E Submittal	Review Certification Required (Y/N)
Acquisition and Services Section	Review contracts for parcels not cleared. Track each project to ensure R/W clearance is complete prior to advertisement for bidding.	Review R/W Special Provisions and verify that the Certificate of Right of Way form is certified clear for letting.	No* * Form DT1899, (Certificate of Right of Way) is the certification document prior to PS&E submittal.
Region Utilities Coordinator	Ensure that Utility Land Rights have been acquired and the Agreements have been completed. Ensure the Utility Special Provisions are written in accordance with the Agreements	Review Utilities Special Provisions	No (A) (A) Form DT1080 (Utilities Status Report) is the certification document prior to PS&E submittal.