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| **State Project No.** |  | **Route No.** |  |
| **Name:** |  | **Parish** |  |

**General Directions:**

Designer should go through this QA/QC process prior to submitting to a reviewer, attach all previous checklists for reviewer, and sign. The designer should also provide the location for the plan set being reviewed.

Reviewer should

1. Review Plan-in-Hand checklist, have all comments been addressed?
2. Review ACP checklist, have all comments been addressed?
3. Review Constructability / Biddability checklist, have all comments been addressed?
4. Sign this checklist upon completion. While completing this process, it is recommended that the reviewer use a highlighter and a red pen to mark major items on plans (this includes all table information including the math). These documents should also be attached to this document and kept as part of the design calculations for the project.

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| **Description** | **Designer** | **Reviewer** | **N/A** |
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| **TITLE SHEET** |  |  |  |
| The sheet count is correct. |  |  |  |
| The latest versions of Standard Plans are used. |  |  |  |
| The type of construction is correct. |  |  |  |
| The projects limits, bridge sites, equations and exceptions are shown on the layout map. It matches the length in the project table. |  |  |  |
| Design exceptions (if any) are shown on title sheet and can be located in ProjectWise. |  |  |  |
| **TYPICAL SECTION SHEETS** |  |  |  |
| All station ranges are accounted for. They match limits shown on Title Sheet and Plan/Profile sheets. |  |  |  |
| Alternate pavements (if required) are provided. |  |  |  |
| The limits of seeding and fertilizer are shown. |  |  |  |
| Typical sections are provided for transitions and detour roads. Appropriate pay items are included. |  |  |  |
| Maintenance/liability agreement (if needed) has been completed for sidewalks, lighting or bike paths, and it can be located. |  |  |  |
| **Description** | **Designer** | **Reviewer** | **N/A** |
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| **SUMMARY SHEETS** |  |  |  |
| Detailed check of all quantity tabulations (addition and multiplication) has been completed. |  |  |  |
| Detailed check of tables matching the plans (typical sections, plan/profiles, cross sections, etc.) has been completed. |  |  |  |
| Detailed check of quantity transfers from tables to Master Summary has been completed. |  |  |  |
| Quantities from all disciplines are accounted for (i.e. road, bridge, traffic signals, etc.) |  |  |  |
| **PLAN-AND-PROFILE SHEETS** |  |  |  |
| Check all notes; verify how all work items will be paid. |  |  |  |
| Question notes that modify specifications. |  |  |  |
| The rights-of- way widths are shown. |  |  |  |
| Right-of way markers are shown at all breaks in right-of way and all P.C.’s and P.T.’s. Right of entry agreements has been obtained, if needed. |  |  |  |
| Areas where abandoned roadways are to be obliterated and graded have been shown on the plan. |  |  |  |
| Locations, sizes and descriptions of drainage structures to be removed are shown. |  |  |  |
| Required construction and drainage servitudes have been shown. |  |  |  |
| Bedding material has been shown under cross drains. |  |  |  |
| Driveway types, widths and stations are shown. Handicap ramp types and items are shown. They match tables. |  |  |  |
| Limits of construction are shown. |  |  |  |
| There is a note stating existing drainage structures will be removed unless otherwise noted (Urban). There is a table showing amounts of each size pipe to be removed. |  |  |  |
| The diversion alignment is shown, if required. |  |  |  |
| **DESIGN DRAINAGE MAP** |  |  |  |
| All drainage areas, direction of flow, run-off factors etc. are shown. |  |  |  |
| Channel realignments (as needed) have been shown. |  |  |  |
| Existing structures required to remain are noted and numbered. |  |  |  |
| **GEOMETRIC DETAILS** |  |  |  |
| Plan/profile sheets have been provided for turnouts where necessary. |  |  |  |
| Plan/profile sheets have been provided for diversion roads. |  |  |  |
| Geometric detail sheets include areas and quantities for each turnout. |  |  |  |
| **Description** | **Designer** | **Reviewer** | **N/A** |
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| **SEQUENCE OF CONSTRUCTION** |  |  |  |
| The sequence of construction matches the proposed joint layout. |  |  |  |
| Temporary drainage structures are provided during construction. |  |  |  |
| Sequence typical sections have been provided, if necessary. |  |  |  |
| Verify that provided lane widths are appropriate and available. |  |  |  |
| Vertical transitions from existing to new pavement are adequate. |  |  |  |
| Temporary pedestrian accommodations are provided per TTCs. |  |  |  |
| **GENERAL** |  |  |  |
| Saw cutting is shown where needed and paid for appropriately. (driveways, pavement cuts, patching, etc.) |  |  |  |
| Salvageable material is shown as well as where to haul it to. |  |  |  |
| Environmental mitigation items are included in the plans as necessary. |  |  |  |
| **CROSS SECTIONS** |  |  |  |
| Cross sections reflect the grading section. |  |  |  |
| Cross sections reflect the “Req’d Right of Way/Servitude”. |  |  |  |
| Cross sections reflect the embankment widening for guard rail. |  |  |  |
| The grading section is distinguishable from the existing ground line. |  |  |  |
| Cross sections reflect cut/fill sections that match the grade shown on the plan/profile sheets. |  |  |  |
| The diversion is shown on the cross sections. |  |  |  |
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Designer:­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_