

PROJECT/DESCRIPTION _____
100%/P.S.&E. HIGHWAY DESIGN REVIEW CHECKLIST **Submission Date** _____

PURPOSE

The purpose of the 100% review is to ensure that all comments from the 75% review have been satisfactorily addressed. The review also provides an opportunity to ensure that a complete contract package will be available for bidding and construction purposes.

GENERAL

The submittal shall include responses to 75% review comments; completed plans, special provisions and estimate and detail sheets.

Any question listed below with a NO (N) answer will require a written comment.

Y N NA 1.00 RESPONSE TO COMMENTS

1.01 Have all comments from the 75% review been addressed?
Comment: _____

PLANS

Y N NA 2.00 Title Sheet

2.01 Is the Title Sheet prepared consistent with Exhibit 18-14?
Comment: _____

Are the latest documents referenced on the title sheet?

2.02 Comment: _____

Y N NA 3.00 Typical Sections

3.01 All proposed materials should be labeled on the Typical Sections. Are the material descriptions identical to the STANDARD NOMENCLATURE AND LIST OF STANDARD ITEMS or the material description in the STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES (STD. SPECS)?

Comment: _____

Y N NA 4.00 Construction Drawings

4.01 Is the disposition of all existing and proposed features located within the limits of work labeled?

Comment: _____

5.00 SPECIAL PROVISIONS

Special provisions should only be written when absolutely necessary to address a project specific issue that is not satisfactorily addressed in the STD. SPECS. and SUPPLEMENTAL SPECIFICATIONS, or if the item has an asterisk in the STANDARD NOMENCLATURE. If a special provision is absolutely necessary, particular attention should be paid to the basis of payment and method of measurement.

- | | Y | N | NA | |
|------|--------------------------|--------------------------|--------------------------|---|
| 5.01 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is an adequate Scope of Work provided?
Comment: _____ |
| 5.02 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all the latest manuals, supplemental manuals and other documents that are to be part of the contract by reference, listed?
Comment: _____ |
| 5.03 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If the project requires specific information relative to lane closures and traffic management is the information concisely conveyed as a supplement to subsection 7.09 Public Safety and Convenience?
Comment: _____ |
| 5.04 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is a complete list of affected utility companies included as a supplement to subsection 7.13 Protection and Restoration of Property?
Comment: _____ |
| 5.05 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is (are) the available workshift(s) described as a supplement to Subsection 8.02 Schedule of Operations?
Comment: _____ |
| 5.06 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all items contained in the estimate with an asterisk in the STANDARD NOMENCLATURE have a special provision?
Comment: _____ |
| 5.07 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all item descriptions and units contained in the special provisions consistent with the estimate (and Standard Nomenclature if applicable)?
Comment: _____ |
| 5.08 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all special provisions include a very specific, unambiguous, method of measurement and basis of payment that will eliminate the potential for disputes during construction?
Comment: _____ |
| 5.09 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the location for items to be removed and stacked clearly identified?
Comment: _____ |
| 5.10 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have the special provisions been reviewed to ensure that there are no proprietary items specified? If proprietary items are specified, please justify.
Comment: _____ |

Y N NA 6.00 ESTIMATE

- | | | | | |
|------|--------------------------|--------------------------|--------------------------|---|
| 6.01 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the methodology used to estimate the project consistent with the STD. SPECS. and the latest SUPPLEMENTAL SPECIFICATIONS?
Comment: _____ |
| 6.02 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does every item of work shown on the plans have an associated pay item?
Comment: _____ |
| 6.03 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do the unit prices reflect the latest pricing trends?
Comment: _____ |

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Y N NA 6.00 ESTIMATE (Cont.)

6.04 Do the unit prices reflect the magnitude of the quantity of work vs. mobilization/set up costs? (e.g. 100 Tons of ITEM 460. on a bridge replacement project will cost significantly more than 100,000 Tons on an Interstate resurfacing project)

Comment: _____

Y N NA 7.00 DETAIL SHEETS

7.01 Do the Earthwork quantities on the PRELIMINARY ESTIMATE OF QUANTITIES - DETAIL SHEET (page 18-65) correspond with those noted on the Summary Quantity Sheet?

Comment: _____

7.02 Does the pavement structure on the PRELIMINARY ESTIMATE OF QUANTITIES - DETAIL SHEET correspond with the Typical Sections?

Comment: _____

7.03 Are all items not completely described and located on the plans adequately described?

Comment: _____

Y N NA 8.00 CONCLUSIONS

8.01 Have all the comments from the 75% review been satisfactorily addressed?

Comment: _____

8.02 Is the estimated total construction cost consistent with the TIP?

Comment: _____

8.03 Has an independent constructability review been performed?

Comment: _____

8.04 Do the plans represent a project that is reasonable from a constructability standpoint with respect to construction techniques and available right of way?

Comment: _____

8.05 Does the estimate include all the items of work necessary to complete the project?

Comment: _____

8.06 Are the special provisions clear and unambiguous with well defined method of measurement and basis of payment?

Comment: _____

All remaining information to be provided by the MassHighway District Office.

HIGHWAY SUBMITTALS

	25%							75%						100%					
	PLANS	X-SECTIONS	ESTIMATE	DER	FDR	PREL. ROW		PLANS	X-SECTIONS	SPECIAL PROVISIONS	ESTIMATE	LAYOUT PLANS & INST		PLANS	X-SECTIONS	SPECIAL PROVISIONS	ESTIMATE	DETAIL SHEETS	FINAL ROW PLANS
DISTRICT	2	2	2	1	1			2	2	2	2			2	2	2	2	2	
TRAFFIC ENGINEERING	1				1			1		1	1			1		1	1	1	
REGULATIONS UNIT (NOTE 1)								1		1	1			1		1	1	1	
ENVIRONMENTAL (note 2)	1							2		2	2			2		2	2		
RIGHT OF WAY	1					2		1				2		1				2	
AAB COORDINATOR	1							1		1	1			1		1	1		
BICYCLE AND PED COORD (Note 3)	1							1		1	1			1		1	1		
LANDSCAPE SECTION	1							1		1	1			1		1	1		
FHWA (Note 4) (half size)	1	1	1	1	1			1	1	1	1			1	1	1	1	1	
CITY/TOWN	1							1						1					
UTILITIES (Note 5)																			
PROJECT MANAGER	1	1	1	1	1	1		1	1	1	1	1		1	1	1	1	1	
CONSTRUCTABILITY REVIEW (Note 6)	1	1	1					1	1	1	1			By REQUEST ONLY					

1 FEDERAL AID PROJECTS ONLY

2 REFER TO ENGINEERING DIRECTIVE E-02-005 REGARDING REQUIREMENTS FOR EARLY ENVIRONMENTAL COORDINATION

3 75% AND 100% SUBMITTALS TO BICYCLE AND PED. COORD. NOT NECESSARY IF APPROVED AT 25% (UNLESS DESIGN HAS CHANGED)

4 REFER TO FEDERAL OVERSIGHT AGREEMENT DATED 3-8-99

5 See UTILITY TAB Below

6 Consult with Project Manager before including plans for Constructability Review.

UTILITY SUBMITTALS

UTILITY TYPE	25%						75%					100%					
	PLANS	X-SECTIONS	ESTIMATE	DER	FDR	PREL. ROW	PLANS	X-SECTIONS	SPECIAL PROVISIONS	ESTIMATE	LAYOUT PLANS & INST	PLANS	X-SECTIONS	SPECIAL PROVISIONS	ESTIMATE	DETAIL SHEETS	FINAL ROW PLANS
Electric	2						2					2					
Telephone	2						2					2					
Gas	2						2					2					
Cable TV	1						1					1					
Fire Alarm	1						1					1					
Sewer*	1						1					1					
Water*	1						1					1					
DPW/City Highway Dept. *	1						1					1					
RCN, AT&T, MCI, Sprint, Qwest or other long distance utility	1						1					1					

* Some Municipalities may have the same office review these plans. Therefore, each department may not have to receive an individual set. The consultant should determine if each department's review and subsequent plans submittal is applicable.

All utility plan submissions should have a list of the names of the actual utility companies to which these plans are to be forwarded. Utility contact information for many municipalities may be found on MassHighway's webpage - "Doing Business with MassHighway".