

KYTC Project Development Checklist (PDC)

Item No:		Contract ID:	
Federal Project No:		Advertisement Date:	
County:		Letting Date:	
Route:			
Project Description:			

INTRODUCTION

This Project Development Checklist (PDC) is intended to assist in development of project which conform to FHWA Federal-aid regulations, policies, and guidance.

<p style="text-align: center;">State Administered Federal-aid Projects:</p> <p>The PDC should be completed and signed by KYTC. Completion of the PS&E Package and PDC will allow the KYTC Division of Program Management to request a FHWA Construction Authorization for the project. Signatures by the PM and/or the Location Engineer along with a signature by Construction Procurement on Page 4 of this document constitutes approval of the PS&E.</p>	<p style="text-align: center;">Risk Based Projects Involvement:</p> <p>The PDC should be completed by the KYTC and submitted to the FHWA with the complete Plans, Specifications, and Estimate (PS&E) package for review and approval. Approval of the PS&E package and concurrence with the PDC by the FHWA will allow the KYTC Division of Program Management to request a FHWA Construction Authorization for the project.</p>
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The PDC is composed of a series of yes/no questions in categories including Planning, Environment, Right-of-Way & Utilities, Plans & Specifications, Proposal, and Estimate. Answer all questions by selecting 'Yes', 'No', or 'N/A' and providing support information. If additional documentation or comments are needed to address a question or satisfy a requirement, please note accordingly in the 'Comments' column and provide attachments as necessary.

Notes:

1. See the current version of the KYTC/FHWA Stewardship Plan for authority, role, and responsibility delegations of program and project activities in implementing the Federal-aid Highway Program.
2. The PDC is not an all inclusive list as it does not address all Federal-aid requirements and regulations. However, the PDC does account for several major Federal-aid requirements and provides references to source documents for further review.

PLANNING

Checklist Item		Comments
1. Is this project programmed in the Statewide Transportation Improvement Program and/or approved amendments or modifications? (23 CFR 450.216)		
2. Is this project located within a Metropolitan Planning Organization area and programmed in the Metropolitan Transportation Plan, Transportation Improvement Program, and/or approved amendments or modifications? (23 CFR 450.322 & 450.324)		

ENVIRONMENTAL

Checklist Item		Comments
1. Has the environmental documentation for this project been approved? (23 CFR 771) Environmental Type: Date Approved:		
2. Is a re-assessment or re-evaluation of the environmental document needed? (23 CFR 771.129) Date of most recent re-assessment/re-evaluation:		

ENVIRONMENTAL (cont.)

		Comments
3. Have environmental commitments been incorporated into the final design and contract documents? <u>Y</u> <u>N</u> <u>N/A</u> Historic Preservation (36 CFR 800) Stream/Wetland Mitigation (23 CFR 777) Noise Abatement (23 CFR 772) Section 4f (23 CFR 771.135) Endangered Species Act (50 CFR 402.12(c)) Other:		
4. Have all permits for this project been secured? <u>Y</u> <u>N</u> <u>N/A</u> Section 401 - Water Quality Kentucky Pollutant Discharge Elimination System (KPDES) Section 404 - USACE Individual Wetlands Permit (23 CFR 777) Section 404 - USACE Nationwide Permit (23 CFR 777) Coast Guard (23 CFR 650 Subpart H) Other:		

RIGHT-OF-WAY & UTILITIES

Checklist Item		Comments
1. Has all Right-of-Way for this project been secured and have all relocates been relocated to decent, safe, and sanitary housing? If 'No', please provide a detailed explanation. (23 CFR 635.309) Right-of-Way Certificate Date Approved: <i>Provide a copy of the Right-of-Way Certificate with the PDC</i>		
2. Is this project located within 2 miles of an airport? (23 CFR 620.103) <u>Y</u> <u>N</u> <u>N/A</u> Coordinated with Federal Aviation Administration		
3. Does this project require adjustment or relocation of utilities? <u>Y</u> <u>N</u> <u>N/A</u> All Utility Agreements approved		
4. Have all utilities affected by this project been relocated or will be relocated prior to advertisement for bids? <u>Y</u> <u>N</u> <u>N/A</u> Utility work included in the contract		
5. If all utilities have not been relocated prior to advertisement and are not included in the contract, do contract documents include utility impact notes specifying a relocation completion date and contract administration terms and conditions?		
6. Does this project require use of or adjustment of railroad facilities? (23 CFR 646) <u>Y</u> <u>N</u> <u>N/A</u> Railroad Agreement approved Liability Insurance requirements provided in proposal		

PLANS & SPECIFICATIONS

Checklist Item		Comments
1. Are any design exceptions incorporated into this project? (23 CFR 625.3(f)) <u>Y</u> <u>N</u> <u>N/A</u> Reviewed and Approved by KYTC Reviewed and Approved FHWA (if applicable per current KYTC/FHWA Stewardship Plan) Date Approved:		
2. Does this project involve new or revised Interstate Access? <u>Y</u> <u>N</u> <u>N/A</u> Interchange Justification/Modification Study Date Approved:		

PROPOSAL

Checklist Item		Comments
1. Is the form FHWA-1273 "Required Contract Provisions for Federal-Aid Construction Contracts" included? (23 CFR 633.102)		
2. Are Equal Employment Opportunity (EEO) special provisions included?		
3. Does the proposal contain a Disadvantaged Business Enterprise (DBE) goal? (23 CFR 635.107 & 49 CFR 26) DBE Goal:		
4. Are the minimum wage rates determined by the United States Department of Labor (DOL) included? (23 CFR 635.117(f))		
5. Is the contract time/completion date included? (23 CFR 635.121) <u>Y</u> <u>N</u> <u>N/A</u> Completion Date: Work Days: Calendar Days:		

SIGNATURE & CONCURRENCE

State Administered and FHWA Risk Based Project Involvement with federal-aid funds: _____

The proposal section provided on this Project Development Checklist is complete and accurate. The contract documents for this project have been prepared in accordance with FHWA programmatically approved processes and procedures and conform to all applicable Federal-aid laws, RBPI requirements, regulations, and policies.

Kentucky Transportation Cabinet (KYTC)

Signature _____ Date _____

SIGNATURE & CONCURRENCE

FHWA Concurrence (Risk Based Project Involvement Only):

Signature _____ Date _____

Once FHWA has authorized federal-aid funds for this project, the KYTC may advertise the project for construction bids. A project must be advertised for construction bids for a minimum of 21 calendar days prior to opening bids and letting the contract. As a recipient of federal-aid funds, the KYTC is responsible for advertising and administering the construction of the project in accordance with all applicable federal-aid laws and regulations

Upon completion, this form must be stored in ProjectWise under the associated directory below:

- SYP, HSIP and LPA projects:**
 KYTC-Main\Documents\Projects\District\Item No. and Description\Milestones & Submittals\Contract Plans and Proposal\Miscellaneous
- Maintenance projects:**
 KYTC-Main\Documents\Projects\Maintenance\Milestones\Project Checklist\Federal No. PDC
- ER projects:**
 KYTC-Main\Documents\Projects\Emergency Repairs\Event Name\District\Milestones\Project Checklist\Federal No. PDC