



FOURTEENTH ANNUAL

ACEC-KY FHWA KYTC

partnering
conference

Checklist Update & Plan Processing Website



http://transportation.ky.gov - Highway Design - Plan Processing - Microsoft Internet Explorer

Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail

http://transportation.ky.gov/design/plan_processing/plan_processing.html

Go Links Sign In

KYTC HOME
INSIDE THE CABINET

Highway Design - Plan Processing

Highway Design

Sections

- [Drainage](#)
- [Pavement Design](#)
- [Plan Processing](#)
- [Public Meetings](#)
- [Signing](#)
- [Survey Coordination](#)
- [Value Engineering](#)

Get Information on:

- [CADD Standards](#)
- [Standard Drawings](#)
- [Design Policy](#)
- [Design Memos](#)
- [Bid Codes](#)
- [Software/Support](#)
- [Training Opportunities](#)



Plan Processing

Plan Processing, a section in the Division of Highway Design, works with Design Consultants, District Design offices and other Divisions within the Transportation Cabinet, checking bid items and codes, standard drawings, receiving and attaching Utility plans, checking notes and specifications and assuring that plan sets meet the latest standards as set out in the Standard Specifications for Road and Bridge Construction as well as Design Memorandums. The Plan Processing Staff is available to assist District Offices and Design Consultants with any issues regarding the procedures for plan submittals to Construction Procurement.

Contact Plan Processing Staff:

[Bill Greene](#)- Section Head
[Dee McElmurray](#)
[Pam Kolze](#)
[Jeff Lail](#)

PLAN PROCESSING GUIDANCE	LINKS OF INTEREST:
2009 Check Print & Plan Submittal Schedule ←	Highway Design Memorandums
2008 Check Print & Plan Submittal Schedule Revised January 28, 2008	Sepia List
Plan Development Checklist	Geotechnical Reports
Plan Review Checklist *Please review these items prior to submitting check prints or plans. ←	Construction Procurement
KYTC Project Development Checklist ←	2008 Special Notes and Provisions
Contract Plan submittal Checklist ←	General Notes Updated October 30, 2008
Fuel Adjustment Spreadsheet (Revised September 3, 2008) October 08 - Forward	
*Use this spreadsheet to determine the quantities for the Fuel Adjustment Bid Items established by Design Memorandum 1-06.	
Contractor QAS Suspension Memo *Contractor QAS Special Note 11A suspended effective August 6, 2007	
Check Print Submittal Documents *Documents and information to be included with the Check Print Submittal	
Final Contract Plans Submittal Documents *Documents and information to be included with the Final Contract Plan Submittal	

http://transportation.ky.gov/design/plan_processing/Plan%20Processing%20Guidance/KYTC_Project%2 - Microsoft Internet Explorer

File Edit View Insert Format Tools Table Go To Favorites Help

Address http://transportation.ky.gov/design/plan_processing/Plan%20Processing%20Guidance/KYTC_Project%20Development%20Checklist_%206-23-09.doc

Google Search

Final Showing Markup Show

Kentucky Transportation Cabinet (KYTC) / Federal Highway Administration (FHWA) KYTC Project Development Checklist (PDC) Revised June 23, 2009

Project Information

KYTC Item No.:	
Federal Project No.:	
County:	
Route:	
Description:	
Contract ID:	
Advertisement for Bids Date:	
Letting Date:	

Introduction

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

State Administered Federal-aid Projects:

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.

FHWA Full-oversight Federal-aid Projects:

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.

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 checking '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.

Submitter

Start | Inbox - Microsoft Outlook | Windows Media Player | http://transportation.ky... | http://transportation... | Plan Processing - Windo... | 3:51 PM

http://transportation.ky.gov/design/plan_processing/Plan%20Processing%20Guidance/Contract%20Pla - Microsoft Internet Explorer

File Edit Go To Favorites Help

Address http://transportation.ky.gov/design/plan_processing/Plan%20Processing%20Guidance/Contract%20Plan%20Submittal%20Checklist.pdf

Google Search

Save a Copy Search Select 198% Sign

KENTUCKY TRANSPORTATION CABINET			
Department of Highways		Rev. 07/2009	
Division of Highway Design		Page 1 of 3	
Contract Plan Submittal Checklist			
Project Manager:		Item #:	County:
	Final Contract Plans	KYTC P.S.& E.	FHWA P.S.& E.
Date Scheduled:			
Submitted Date:			
PLANS			
Sheets		Designer/Owner	Submittal Date
GENERAL NOTE	Yes ☐ N/A ☐		
UTILITY REFERENCE (for information-electric, tele, cable ,etc)	Yes ☐ N/A ☐		
RIGHT-OF-WAY SUMMARY AND STRIP MAP	Yes ☐ N/A ☐		
DETAILS	Yes ☐ N/A ☐		

1 of 3

Start Inbox - Microsoft Outlook Windows Media Player Highway Design - Plan Pr... http://transportation...

3:53 PM

[illegible]

http://transportation.ky.gov/design/plan_processing/Plan%20Processing%20Guidance/PLAN%20REVIEW%20CHECK%20LIST%2012_18_08.doc - Microsoft Internet Explorer

File Edit View Insert Format Tools Table Go To Favorites Help

Address http://transportation.ky.gov/design/plan_processing/Plan%20Processing%20Guidance/PLAN%20REVIEW%20CHECK%20LIST%2012_18_08.doc

Google Search

Final Showing Markup Show

PLAN REVIEW CHECK LIST

August 6, 2009

LAYOUT SHEET

CHECK STATE & FEDERAL PROJECT NUMBERS
CONFIRM FED. # WITH BROYLES
FED. # ONLY AT TOP CENTER OF LAYOUT SHEET
CHECK 1st PLAN / PROFILE & CROSS SECTION SHEETS TOO
USE NEW SHEET CELL - **SHOWING DEGREES/MINUTES/SECONDS** FOR GEOGRAPHIC COORDINATES
BEGIN / END STATIONING
NORTH ARROW, LAYOUT MAP SCALE, CONTROL OF ACCESS, TYPE OF WORK, ON NATIONAL HWY SYS
IF PROJECT IS IN 2 COUNTIES - SHOW COUNTY LINE STATION ON LAYOUT MAP
DESIGN CRITERIA & GEOGRAPHIC COORDINATES
SIGNATURE OF PROJECT MANAGER & CONSULTANT STAMP (IF APPLICABLE)
CHECK PROJECT LENGTH (SHOW MILES TO 3 PLACES & DON'T ROUND)

CHECK TO SEE IF STANDARD DRAWING NUMBERS ARE CURRENT

→ STANDARD DRAWING NUMBERS REPLACED BY SEPIAS - INSERT SEPIAS AS DETAIL SHEETS

RBM-115-08	REPLACED BY SEPIA #4	CONC. BARRIER WALL-TYPE 9T
RGX-066	REPLACED BY SEPIA #5	TYPE D BREAKAWAY SIGN SUPPORT
RFW-005-06	REPLACED BY SEPIA #6	WOVEN WIRE FENCE TYPE 1
RGX-106-06	REPLACED BY SEPIA #7	TREATMENT OF EMBANKMENTS AT END BENTS
RDI-001-08	REPLACED BY SEPIA #9	CULVERT, ENT & SS PIPE TYPES & CVR HTS 12"-24"
RDI-002-03	REPLACED BY SEPIA #10	CULVERT, ENT & SS PIPE TYPES & CVR HTS 27"-42"
RDI-003-03	REPLACED BY SEPIA #11	CULVERT, ENT & SS PIPE TYPES & CVR HTS 48"-64"
RPM-150-06	REPLACED BY SEPIA #12	CONCRETE ENTRANCE PAVEMENT & SIDEWALK
RPM-152-06	REPLACED BY SEPIA #13	CONCRETE ENTRANCE PAVEMENT & SIDEWALK
RPM-170-06	REPLACED BY SEPIA #14	SIDEWALK RAMPS
RGX-040	REPLACED BY SEPIA #15	DETECTABLE WARNINGS

→ SEPIAS TO BE INSERTED INTO PLANS (IF NEEDED)

SEPIA #1	DELINATORS AT NARROW BRIDGE SHOULDERS
SEPIA #2	DELINATORS FOR GUARDRAIL (Bid Items 1982 - W & 1983 - Y)
SEPIA #3	TREATMENT FOR OPEN SINKHOLES
SEPIA #6	BOX BEAM STIFFENING OF TEMPORARY CONCRETE BARRIER (USE WITH SEPIA #4 - PREVIOUSLY RBM-115-08)

**** ALL CULVERT & STORM SEWER PIPES REQUIRE Standard Drawing # RDI-035-01 (coatings for non-structural plate pipe)**
LIST THE SEPIAS TO BE INCLUDED IN PLANS AS DETAIL SHEETS
INCLUDE ADDED SHEETS IN INDEX OF SHEETS
(BRIDGE & CULVERT SUMMARY AND/OR GENERAL NOTES SHEETS.)

TYPICAL SECTIONS

CHECK TYPICALS vs DESIGN EXECUTIVE SUMMARY vs PAVEMENT DESIGN
CHECK CURRENT PAVEMENT MIXTURES (CHECK WITH PAVING SUMMARY)
CHECK FOR EDGE KEY DETAIL
CHECK FOR EDGE DRAIN DETAIL
WIDENING FOR GUARDRAIL
NOTE FOR SLOPES OUTSIDE OF SHOULDERS (SEE X-SECT)
WIDENING & OVERLAY WILL NEED - SAWCUT (AND EXCAVATE INCIDENTAL TO EARTHWORK)
OR LONGITUDINAL EDGE KEY

Start Deleted Items - Microsof... Windows Media Player Highway Design - Plan Pr... http://transportation... 4:00 PM

[KYTC HOME](#)

[INSIDE THE CABINET](#)

Sections

- [Drainage](#)
- [Pavement Design](#)
- [Plan Processing](#)
- [Public Meetings](#)
- [Signing](#)
- [Survey Coordination](#)
- [Value Engineering](#)

Other Links

- [FHWA](#)
- [Transportation Research Center](#)
- [AASHTO](#)
- [Six Year Highway Plan](#)
- [Statewide Transportation Improvement Program \(STIP\)](#)
- [Statewide Transportation Plan](#)
- [Konnection KYTC Newsletter](#)
- [Forms Library](#)
- [Office of the Secretary](#)



Division of Highway Design



2008
PARTNERING CONFERENCE
PRESENTATIONS

2008 KYTC PROJECT
EXCELLENCE AWARD



2008 WINNER



Where Do I Find?

- [Highway Design Contacts](#)
- [CADD Standards](#)
- [Standard Drawings](#)
- [Software & Support](#)
- [ProjectWise Standard Folder Structure Policy](#)
- [ProjectWise Standard Folder Structure Policy Guide](#)
- [Design Policy](#)
- [Design Memos](#)
- [Bid Codes](#)
- [Non-Standard Bid Codes](#)
- [KYTC Project Archives \(1909-Present\)](#)
[INSTRUCTIONS](#)

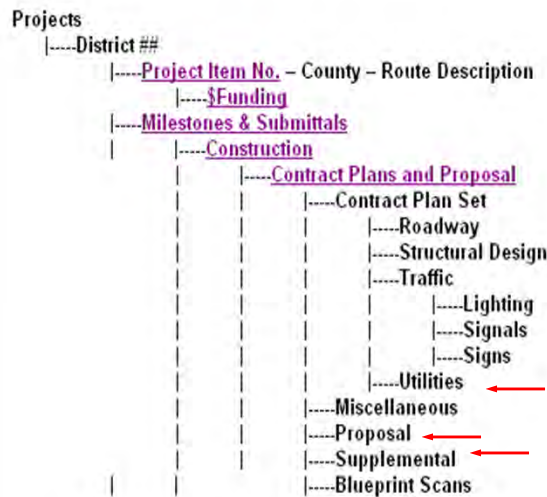
Visualizations



Click [here](#) for more Examples.

Standard Project Folder Structure in ProjectWise

Outlined below is the folder structure along with general guidance as to what files will be stored in which directory. Throughout the life of the project, all preconstruction files will be placed in the appropriate directory as outlined in this document.



Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Contract Plan Set->Utilities ←

The Utilities directory shall contain Utility Relocation Sheets. The Utility Relocation Sheets shall represent utility work that will occur during construction of the roadway. The Utilities directory will also contain an index file to index all Utilities sheets (see Index File section for description). The Utilities index file shall be named "Index_U.txt".

Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Miscellaneous

The "Miscellaneous" directory shall contain any documentation, correspondence, or special information relating to the project including the final estimate. Project documentation will include submittal forms, Design Executive Summaries (DES), environmental checklist, the final XML estimate file from Trns-port Estimator, a PDF of said final estimate, an InRoads' superelevation report on the final alignment(s), spreadsheet with the earthwork calculations (if available), project construction schedule (fixed completion date or maximum work days), permit/water quality certification (if required), final production-hour worksheet (for consultant projects) and any other documentation the Project Manager deems pertinent.

Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Proposal ←

The "Proposal" directory shall contain any documentation, correspondence, or special information relating to the project's proposal. Proposal documentation will include the CAP report (even when there are no entries in the CAP), utility impact notes, special provisions for protection of railroad interest, project specific special notes or specifications, etc. This directory is also reserved for the eventual inclusion of the electronic proposal document currently distributed by the Division of Contract Procurement.

Item Number -> Milestones & Submittals -> Contract Plans and Proposals -> Supplemental ←

The "Supplemental" directory will contain files other than those that represent the Contract Plans and Proposal. There shall be an overt distinction between the files that represent the contract plans and supplemental files. Supplemental files are given for informational purposes only and they shall include the files listed in Design Memo 18B-05.

Thank You

