Checklist Update & Plan Processing Website
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 McElmurry
Paul King
Jeff Lee

Links of Interest:
- Highway Design Memorandums
- Sepia List
- Geotechnical Reports
- Construction Procurement
- 2008 Special Notes and Provisions
- General Notes
  - Updated October 30, 2008

Plan Processing Guidance
- 2009 Check Print & Plan Submittal Schedule
- Plan Development Checklist
- Plan Review Checklist
  * Please review these items prior to submitting check prints or plans.
- KYTC Project Development Checklist
- Contract Plan submittal Checklist
- Fuel Adjustment Spreadsheet (Revised September 3, 2008)
  * Use this spreadsheet to determine the quantities for the Fuel Adjustment Bid Items established by Design Memorandum 1-06.
- Contractor GAS Suspension Memo
  * Contractor GAS 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
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.
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<th>submittal date</th>
<th>remarks</th>
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PLAN REVIEW CHECK LIST
August 6, 2009

LAYOUT SHEET

CHECK STATE & FEDERAL PROJECT NUMBERS
CONFIRM FED. # WITINA SHOYLES
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 COUNTRIES - 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 SEPA = INSERT SEPA AS DETAIL SHEETS

---

SEPA #115-00
REPLACED BY SEPA #4 CONCRETE BARRIER WALL TYPE ST
ROX-05
REPLACED BY SEPA #5 TYPE D BREAKAWAY BOLLARD SUPPORT
RPM-005-06
REPLACED BY SEPA #6 WOVEN WIRE FENCE TYPE 1
RXM-006-06
REPLACED BY SEPA #7 TREATMENT OF EMBANKMENTS AT ENDS
RXD-001-09
REPLACED BY SEPA #8 ROAD LIT & SR PIPE TYPES & HDR HTB 12'-04"
RXD-002-03
REPLACED BY SEPA #9 ROAD LIT & SR PIPE TYPES & HDR HTB 12'-04"
RXD-005-03
REPLACED BY SEPA #11 CONCRETE ENTRANCE PAVEMENT & SIDEWALK
RPM-100-09
REPLACED BY SEPA #12 CONCRETE ENTRANCE PAVEMENT & SIDEWALK
RPM-150-06
REPLACED BY SEPA #13 DETECTABLE WARNING
RPM-170-06
REPLACED BY SEPA #15 DETECTABLE WARNING
ROX-040
REPLACED BY SEPA #16 DETECTABLE WARNING

SEPA # TO BE INSERTED INTO PLANS (IF NEEDED)

SEPA #1 DETAIL OF BRIDGE SHOULDER
SEPA #2 DETAIL FOR GUARDRAIL (BIT ITEM 120 W & 180 T)
SEPA #3 TREATMENT FOR OPEN BIBHOLE
SEPA #6 BOX BEAM STIFFENING OF TEMPORARY CONCRETE BARRIER (USE WITH SEPA #4 - PREVIOUSLY RNM-105-00)

** ALL CULVERT & STORM SEWER PIPES REQUIRE Standard Drawing # RE-055-01 (Consultations for non-
structures shall pipe)

LIST THE SEPA TO BE INCLUDED IN PLANS AS DETAIL SHEETS
INCLUDE ASSESS 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 9-SECT)
WIDENING & OVERLAY WILL NEED - SAWCUT (AND EXCAVATE INCIDENTAL TO EARTHWORK)
OR LONGITUDINAL EDGE KEY
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.

```
Projects
|--- District ##
  |--- Project Item No. - County - Route Description
  |--- Funding
  |--- Milestones & Submittals
     |--- Construction
        |--- Contract Plans and Proposal
           |--- Contract Plan Set
              |--- Roadway
             |--- Structural Design
             |--- Traffic
             |--- Lighting
             |--- Signals
             |--- Signs
             |--- Utilities
        |--- Miscellaneous
            |--- Proposal
            |--- Supplemental
            |--- Blueprint Scans
```

**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.rtf”.

**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 Tmstool Estimator, a PDF of said final estimate, an InRoads’ super-elevation 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.