

Stage 3 Road Review Submission Checklist

Plans should be approximately 95% complete at this stage.

The purpose of this submittal is to ensure that the plans are complete and satisfy the criteria provided in the Engineering Assessment studies. The following should be completed and reviewed for Quality Assurance. Include responses to Final Field Check questions.

For projects that require only the Stage 3 Submission (if not previously submitted), all previous documentation required for Stage 1 and Stage 2 must be included in this submittal. Documentation will include the following: Abbreviated Engineer's Assessment, Geotechnical Report and Pavement Design Approval.

- Previous Reviews.** Include the marked-up plans from the Stage 2 submittal and changes made from the Final Field Check meeting with this submission. Right-of-way changes made after Final Right-of-Way Plans are submitted should be processed in accordance with Section 85-3.03.
- Conformance.** Review the plans for conformance with the Level One controlling design criteria listed in Section 40-8.02(01) and indicate approved dates for design exceptions.
- Plans Set.** If a Final Field Check meeting is not held at the discretion of the project manager, all of the plans requirements of Section 14-2.01(10) should be incorporated.
 - a. Erosion Control Plan. Include the completed set.
 - b. Road Summary Sheets. The content and requirements are described below. For a large project for which the standard-sized Summary tables cannot accommodate all of the items, multiple custom Summary sheets should be used to accommodate all the necessary information. The Summary sheet frames, in DXF format, can be downloaded from <http://www.in.gov/dot/div/contracts/test/choose.html>. The Pavement Quantities and Approach Table, Structure Data, Paved Side Ditch Summary, Riprap Ditch and Sodding Table, Underdrain Table, Guardrail Summary Table with guardrail-related pay items, Sign Summary Table, Pipe Material Selection, and mailbox approaches information including required HMA quantities should be completed. The Structure Data tables should be updated to include Service Life, Site Designation, and pH for pipes.
 - c. Cross Sections. The project engineer or supervisor will require the elevations for existing cross sections in order to calculate the final earthwork quantities. If the project was designed from an electronic survey, the design calculations should include a data table created from the electronic cross-sections which indicates all existing cross-section elevations. An example data table is shown as Figure 14-2A.
- Quantities.** Finalize all quantities.
- Reports.** Ensure that the recommendations from the Geotechnical Report and other reports regarding peat, hazardous waste, special waste, etc. have been incorporated into the plans, specifications, and cost estimate.

- Cost Estimate.** Conduct a detailed review to ensure that all necessary pay items have been included. Finalize the construction cost estimate using Estimator.

- Level One Checklists and Design Computations.** If there are no changes to the plans which affect Level One criteria since the prior submission, it is acceptable to copy the previous Level One Checklist and add a statement that no changes have been made to the plans that affect Level One criteria. The statement should be initialed and dated for the current submission.

- Certification Form.** Include a copy of the Scope/Environmental Compliance Certification/ Permit Application Certification form.

- Special Provisions.** Complete the special provisions menu, and include special provisions for non-standard pay items.

- Rule 5.** If required, and not previously submitted in accordance with Section 9-1.02, complete the Rule 5 Submission as described in Chapter Thirty-seven.

- Underground-Storage-Tanks Removal.** If this work is required, the designer should coordinate such activity with the Office of Environmental Services manager. The designer should complete Figure 14-2B, Underground Storage Tanks Removal information request. An editable version of this document may be found on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/. If a final field check is not required, the coordination should take place six months prior to the Ready for Contract date.
This coordination is to ensure that required pay items such as excavation and handling of contaminated soil are included in the contract.

- Quality Assurance form.**

- INDOT All Project Commitments Report.** This should include all known resolutions.

- Proprietary Material.** If a proprietary material is specified that is not listed the INDOT Approved Materials List on the Department's website, at <http://www.in.gov/indot/div/M&T/appmat/appmat.htm>, nor in Figure 17-1B, then a Proprietary Material Use Public Interest Finding for the use of the material should be prepared. An editable version of this document appears on the Department's website, at <http://www.in.gov/dot/div/contracts/design/dmforms/>.

- Environmental Consultation Form.** Summarization 7-3C should be completed at this submission. An editable version of this document appears on the Department's website, at www.in.gov/dot/div/contracts/design/dmforms/.

- Traffic-Control-Plan Checklist.** See Figure 82-7A for details.