

### HIGHWAY DESIGN REVIEW CHECKLIST

#### Purpose

To improve uniformity, transparency, and consistency in the design review process, INDOT Highway Engineering has developed new Highway Design Review Checklists. These checklists define the specific items that must be reviewed at each design stage for projects requiring full plan development.

The checklists are provided in spreadsheet format and will support both internal review and designer quality control practices.

#### Checklist Use Requirements

##### For Designers

- Designers are expected to use the checklists as a quality control tool, aligning internal reviews with INDOT expectations.
- Upload the completed checklist as part of the Transmittal Letter package in ERMS or Infrastructure Cloud.
- At Stage 2 and Stage 3, the designer must respond to all reviewer comments from the previous stage, as appropriate.
- Checklist applicability: Some checklist items may not apply to a project. In those cases, the designer should mark the item as Not Applicable (NA).

All reviewer comments, including notes and deficiencies, must be addressed in the next submittal.

##### For INDOT Design Reviewers

- Complete the appropriate checklist for each design submittal stage and upload it with your comments.
- Ensure all checklist items marked Deficient are:
  - Documented clearly
  - Communicated to the designer
  - Elevated to INDOT Highway Engineering when necessary

#### Implementation Timeline

- Mandatory use by reviewers begins with submittals made on or after **5/22/2026**.
- Early adoption by both reviewers and designers is strongly encouraged to promote consistency ahead of the mandatory date.

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### Handling “Deficient” Items

- Items marked Deficient indicate that the submittal does not satisfy INDOT design criteria or checklist expectations.
- At INDOT’s discretion, based on severity and potential impact:
  - A resubmittal may be required before progressing to the next stage.

### Dynamic Updates

- The checklists will be updated periodically to reflect:
  - New or revised INDOT design criteria
  - Process improvements
  - Feedback from reviewers and designers
  - Changes in Stage 1, 2, or 3 expectations as reflected in IDM 14 (103) and other guidance

### Status Checklist

The Design Review Checklist spreadsheet also includes a **Status Checklist** used to track the completion and approval of key project documents and design elements. This tool helps INDOT understand the readiness of critical items as projects approach Stage 3 / PS&E (Plans, Specifications & Estimate), a federally required preconstruction review.

### Designer Responsibilities

- Designers should update and submit the Status Sheet at each design stage to support coordination.
- Ensure the Status Checklist accurately reflects the status of major approvals and documents such as hydraulics, geotechnical, pavement design, ADA/TAC coordination, design exceptions, environmental documentation, and other Stage-3 readiness items.

### Purpose

- Provides INDOT with a clear snapshot of where critical project components stand.
- Supports federal PS&E readiness by identifying missing documentation early.
- Help prevent delays to Stage 3 review and advertisement.

### Use in Review

- Reviewers use the Status Checklist alongside the Design Review Checklist.
- Missing or incomplete items may require clarification or resubmittal, depending on impact.

### CONTACT INFORMATION

If you have any questions regarding the content of this Road Design Aid, please contact [lularacuente@indot.in.gov](mailto:lularacuente@indot.in.gov).