



# Final Design Checklist Project Management

Project Name: \_\_\_\_\_ Project No.: \_\_\_\_\_  
 Designer: \_\_\_\_\_  
 Project Manager: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

	MCDOT Project Manager					Comments
	Quality Control					
<b>GENERAL:</b>	N/A	60%	95%	100%	Sealed	
Design and construction references have been checked, are appropriate and specifically identified by date and/or edition number.						
Issues raised and errors found in the review processes (30%, 60%, 95%) are reconciled and/or corrected prior to the 100% submittal for inclusion in the final documents. Consensus has been reached. Comment Resolution sheets have final dispositions and are included in submittal package.						
Drainage report has been completed and reviewed.						
Bridge Selection Report has been completed and reviewed.						
The spatial datum (benchmark) has been identified, properly referenced and located in the field, and adjacent existing improvements are referenced to the same datum.						
Geotechnical Report and Pavement design has been reviewed and approved.						
Certification that the plans have been reviewed for constructability (reviewed by the Construction Manager who will be responsible for the oversight of the construction).						
Cost Estimate is current and accurate.						
The IGA, if any, has been fully executed.						
ADOT/FHWA obligation letter approving the use of federal funds has been completed and on file. (Federally funded projects only).						
Possible need for updated public notice or involvement has been evaluated.						
Design to Construction hand-off meeting completed.						
PS&E quality has been verified. Plan assembly (PS&E) has been reviewed.						
Railroad design has coordinated and verified against project plans						
Railroad design included a constructability review with the MCDOT contractor's responsibilities						
ADA requirements are met in the project design for proposed improvements.						
ADA requirements are met for traffic control during construction.						
Verify if Partnering bid item is needed						
Plans have been checked by design team in the field within the previous 60 calendar days prior to issue for bid signatures and any resulting issues have been resolved.						
Plan-in-hand review in the field by the design team.						
Specifications are not in conflict with the plans. In those instances where plans need to contain specifications for clarification of the design, IGA, construction, phasing, etc...the project manager will verify the reference is identified with the specifications.						
Current Board of Supervisors are listed on face sheet of plans.						
Board of Supervisors bid solicitation approval is obtained prior to advertisement.						
Appropriate checklists have been received from the designer and are included in the submittal package.						
Held meeting with construction and partnering staff to determine Partnering bid item allowance amount in engineers estimate.						
<b>OTHERS:</b>	N/A	60%	95%	100%	Sealed	