



COMBINED FIELD INSPECTION GUIDE

Approach and Questions

September 2025

OVERVIEW

This guide should be selected when you anticipate only one field inspection to occur during the project lifecycle. This process is most suitable for smaller projects, such as small safety projects and bridge projects. This single field inspection must comprehensively address all critical aspects of the project including, but not limited to, all design-related issues, right of way, utilities, traffic management, driveway access, overall constructability, permit issues and all contract requirements. Although this is a multidisciplinary review, division input from construction and maintenance is critical to the success of the project. Division input is required on all questions.

Construction WBS #	Click or tap here to enter.
County	Click or tap here to enter.
T.I.P. #	Click or tap here to enter.
Project Manager	Click or tap here to enter.
Management Group (Central or Division #)	Click or tap here to enter.

Purpose

Field inspections are designed to provide a multidisciplinary review of the project at critical stages throughout its lifecycle. The primary objectives are to:

- Identify right-of-way and utility requirements
- Detect design conflicts
- Address constructability challenges
- Prevent construction change orders and unnecessary delays
- Discuss long term maintenance issues and possible mitigation measures

Active participation in these meetings, by all subject matter experts, is essential to ensuring the project's success.

Logistics

The Project Manager will need to contact the Division and discuss the following:

- The schedule should allow for **a minimum of 3 weeks** to review the plans prior to the set field inspection date. Is additional review time required?
- Who will be leading the meeting?
- Discuss any additional required attendees, the meeting location, and time preference for the field inspection with the Division.
- Does the Division prefer hard copies or electronic versions, or both? If hard copies are requested, how many copies are required and should the electronic version be sent ahead of time to start their review.
- How will comments be provided and who will provide them? Redline hard copy, Bluebeam review, or other.
- Who will prepare the meeting summary?
- Does the Division have any questions or concerns with the project that need addressing prior to the field inspection.
- The Project Manager will set up a SharePoint site and will submit the SharePoint link for the field inspection guide along with the plans to all field inspection attendees and request the subject matter experts to complete all Category 1 questions and provide input on any relevant Category 2 questions.
- The Project Manager will monitor the SharePoint Field Inspection Guide and ensure meeting participants have completed the required responses **at least one week** prior to the scheduled field inspection.

Instructions

The Division Construction Engineer (DCE) or their delegate is responsible for leading the field inspection meeting. It is essential for successful projects to gather input on the design from construction and maintenance personnel. Disciplines named in the agenda are tasked with supporting the DCE in their designated sections. The discipline listed first and in **BOLD** is considered the lead discipline and is responsible for coordinating the response to that question. However, all attendees must actively participate and contribute to the questions and discussions to guarantee the project's overall success. If a conflict arises from a question that is completed in advance of the meeting that has not been resolved, the DCE or their delegate should discuss that question at the field inspection.

The following topics and questions must be addressed by all relevant disciplines prior to, during, or immediately after the meeting regardless of project size. Responses are required for every question. If a question does not apply to the project, mark it as “N/A.” When additional information is requested, provide complete statements to ensure clarity of all responses. Answers to these questions are needed to help ensure cross discipline coordination has and is occurring, to help ensure Division input has been included in the plan development and to help complete the contract document and estimate.

The questions are divided into three categories:

1. Subject Matter Expert Questions:

Although Division input on all questions is the main objective, the answers provided in this section are intended to assist the division and to save time during the actual field inspection. Questions in this section are to be completed by the disciplines **at least one week** in advance of the field inspection.

2. Questions to be Discussed at the Field Inspection:

Questions in this section should require discussion and input from all participants during the meeting.

3. Division Specific Questions:

Questions in this section should be completed by Division construction and maintenance personnel during or immediately after the meeting. These questions may be completed and submitted **no more than 2 weeks** after the field inspection has been held.

If a discipline has information that pertains to a question in any of the categories, they should provide the response in advance of the meeting.

AGENDA

Combined Field Inspection

- I. Review the Questions answered prior to the field inspection**
- II. Project Commitment Discussion – Division Construction Engineer (DCE), Environmental Policy Unit (EP), and Division Environmental Officer (DEO)**
 - A. Review the Project Commitments from the Environmental Document (Green Sheets)
 - B. Environmental Commitments and Sensitive Areas Discussion Questions
- III. Sheet-by-Sheet Review with All Parties Providing Comments – DCE**
 - A. Title Sheet and General Project Scope Questions
 - B. Typical Sections and 2 Series Sheets
 - C. Summaries and 3 Series Sheets as identified in the PDN or unit submittal requirements
 - D. Plan and Profile Sheets
 - E. Review Traffic Control Concepts/Plans
 - F. Review any other discipline plans provided
- IV. Additional Questions Requiring Input from All Participants**
 - A. Environmental - Environmental Policy (EP), Environmental Analysis (EN)
 - B. Traffic System Operations (TO)
 - C. Roadway Design (RD)
 - D. Hydraulic Design (HY)
 - E. Erosion and Sediment Control – Roadside and Environmental (RE)
 - F. Geotechnical (GT)
 - G. Utility Coordination and Design (UT)
 - H. Constructability and Maintenance of Traffic – Traffic Management (TM)
 - I. Railroad (RR)
 - J. Bicycle and Pedestrian – Integrated Mobility (IM)
 - K. Permitting
 - L. Right-of-Way (RW)
 - M. Structures Design (ST)
 - N. Signing and Delineation (SD)
 - O. Transportation Signals & ITS (SG)
 - P. Pavement Design Unit (PD)
 - Q. District Engineer (DE)
 - R. County Maintenance Engineer (CME)
 - S. Division Construction Engineer (DCE)
 - T. Others
- V. Adjourn**

CATEGORY 1

SUBJECT MATTER EXPERT QUESTIONS

Category 1 Questions are to be completed by the disciplines at least one week in advance of the field inspection. Although Division input on all questions is the main objective, the answers provided in this section are intended to assist the division and to save time during the actual field inspection. When Subject Matter Experts are completing the questions, they should not work in a vacuum. SMEs should coordinate in advance of the field inspection whenever possible with all units to ensure all questions are complete.

Project Commitment Discussion

A. Review the Project Commitments (Green Sheets)

1. **EP:** Have all environmental commitments from the Environmental Document (Green Sheets) been reviewed, confirmed as implementable and addressed in the plans and/or the special provisions? If “No,” provide details below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

2. **EP:** Is the environmental document still valid? ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

If “No,” is a consultation required? ☐ Yes ☐ No
[Click or tap here to provide additional information.](#)

3. **EP, EN, TM, TO:** Are there moratoria impacting this project? If “Yes,” list each type and affected dates below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

4. **EP, IM:** Are there any temporary pedestrian impacts listed in the environmental commitments (Green Sheets)? If so, have they been addressed in the plans? ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

B. Environmental Commitments and Sensitive Areas Discussion Questions

1. **EP:** Is additional public outreach required before starting right-of-way acquisition? (This may be beneficial if the project has been dormant since prior public hearings or meetings.) ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

2. **EP:** Are historic properties and/or archaeological sites clearly marked on the plans? If "No," specify the locations of any issues below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

Do the commitments clearly outline how impacts to these sites will be avoided or minimized? If "No," suggest clarifications below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

3. **GT:** Are there monitoring wells within the project limits? If "Yes," list locations below so abandonment can be coordinated by the Geoenvironmental Section of the Geotechnical Unit before construction. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

4. **GT:** Are there existing hazardous waste sites or potentially contaminated properties within or immediately adjacent to the project right-of-way? If "Yes," list locations below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

5. **GT:** Are existing hazardous waste sites or potentially contaminated properties clearly identified on the plans? If "No," list locations below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

6. **EN:** Should NCDOT-approved alternative noise wall materials be considered instead of standard pile-and-panel materials? If "Yes," please provide details below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

7. **EN, ST:** Have wall aesthetics been identified and coordinated with the Division and Structure Management Unit? Please provide additional details below. ☐ Yes ☐ No ☐ N/A

Click or tap here to provide additional information.

8. **EP:** Do all project impacts still fall within the original study area of the project? If “No”, please list locations. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

Sheet-by-Sheet Review

A. Title Sheet and General Project Questions

1. **IM:** Are any municipal agreements anticipated for the project? If “Yes”, please list the agreements and the current status of those agreements. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

B. Typical Sections and 2 Series Sheets

Typical Sections, Earthwork, and Pavement

1. **TM RD, PD:** Has temporary pavement for all traffic phases been accounted for in the typical sections? If “No,” identify missing locations and phases below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

C. Plan and Profile Sheets

Roadway

Geometry

1. **RD, HY:** Are there any non-standard street returns regarding width or radii? If “Yes,” list locations below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

2. **RD:** Should cul-de-sacs or turnaround areas be built on terminated existing roads? If “Yes,” list locations below. ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

3. **RD, TM:** Are reduced-conflict intersections proposed? ☐ Yes
☐ No
-

If "Yes," have any land use changes occurred that would affect the design median width or U turn bulbs? If "Yes," please discuss design features to ensure optimal median crossovers and required design vehicles. ☐ Yes
☐ No
☐ N/A

Click or tap here to provide additional information.

4. **RD:** Have positive offset left turns been provided on median-divided facilities where appropriate? If "No," identify locations below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

5. **TM, RD:** Are any roads along this project used for oversize vehicles? ☐ Yes
☐ No
-

If "Yes," does the oversize vehicle route affect the proposed design? If "Yes," provide specifics below. ☐ Yes
☐ No

Click or tap here to provide additional information.

Barriers

6. **TM, RD:** Will additional temporary or permanent guardrail be required? If "Yes," list locations and estimate quantities below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

Berms, Gutters, and Curbing

7. **IM, TM, RD:** Detectable warning surfaces are required on all existing wheelchair ramps. Are there existing ramps that need retrofitting? If "Yes," provide the number below. ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

8. **HY, RD:** Has all drainage been addressed at all median islands and curbs? If "No," please provide additional information below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

-
9. **RD:** Are changes recommended for curb type or cover on raised islands? If "Yes," provide suggestions below. ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

Driveways

10. **RD, PD, TM:** Will driveway pavement be required for existing unpaved drives due to steep grades from project construction? If "Yes," provide location, construction type, and quantities below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

Lighting

11. **RD:** Will the project require lighting or future lighting provisions? If "Yes," list locations below and please coordinate those locations with the Roadway Design Lighting and Electrical Team. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

Hydraulics

1. **HY, RD:** Are there locations with potential for hydroplaning? If yes, list locations and also briefly explain what is preventing the issue from being addressed and/or potential solution for discussion. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

2. **HY, TM, RD:** Has temporary drainage been addressed for all phases of the traffic management plan? If "No," identify potential locations below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

3. **HY, RD, UT:** Are any catch basins, inlets, manholes, meter boxes, or valve boxes to be adjusted (Article 858-1)? If "Yes," provide locations and numbers below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

4. **HY, RD:** Are special grates required for catch basins? If "Yes," provide location, type, and number below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

-
5. **HY, RD:** Are Load and Resistance Factor Design (LRFD) contractor-designed pipes required? ☐ Yes
☐ No
-

Are they accounted for in the Drainage Summary Sheet (DSS) and contract? If "Yes," please provide locations. ☐ Yes
☐ No
☐ N/A

[Click or tap here to provide additional information.](#)

6. **HY, RD:** Is temporary pipe shown on any on-site detours that might be proposed? If "Yes", is the removal of the temporary pipe shown on the plans and the Drainage Summary Sheet? If "No", please provide locations below. ☐ Yes
☐ No
☐ N/A
-

[Click or tap here to provide additional information.](#)

7. **HY, TM, RD:** If temporary pavement has been shown, will temporary pipe be required and has it been shown on the plans and summaries as placement and removal? If "No", please provide locations below. ☐ Yes
☐ No
-

[Click or tap here to provide additional information.](#)

Geotechnical

1. **RD, GT, PD:** Do contract items reflect Geotechnical and Final Pavement Design recommendations? ☐ Yes
☐ No
-

[Click or tap here to provide additional information.](#)

Utilities

1. **UT, RD:** Are any state-owned communication cables or equipment within the right-of-way that need relocation before construction? If "Yes," indicate locations below. ☐ Yes
☐ No
-

[Click or tap here to provide additional information.](#)

2. **UT, RD:** Are any dry utilities within project limits that require relocation? If "No", check again. If "Yes," list each utility below. ☐ Yes
☐ No
-

[Click or tap here to provide additional information.](#)

3. **UT, RD:** Are any wet utilities within project limits that require relocation? If "Yes," list each utility below and if those utilities are to be added to the contract or Utilities By Others. ☐ Yes
☐ No
-

[Click or tap here to provide additional information.](#)

Traffic Operations

1. **TM, RD:** Are there locations where a non-gating impact attenuator should be specified (e.g., temporary detours or traffic patterns) when the completed project requires only a gating device? If “Yes,” list locations below. ☐ Yes ☐ No

Click or tap here to provide additional information.

2. **TO, SG:** Are there locations where existing fiber optic communication cables (including DMS, CCTV, etc.) may be disturbed by proposed construction operations? If “Yes,” list locations below. ☐ Yes ☐ No

Click or tap here to provide additional information.

Additionally, if “Yes”, will a Plan of Action be required from the Contractor to address disruptions?

Click or tap here to provide additional information.

Constructability and Maintenance of Traffic

1. **TM, RD, GT:** Is temporary shoring required for traffic maintenance? (Shoring is needed when a 2:1 or steeper slope from an excavation or embankment intersects the ground line within 5 feet [1.5m] of the open travelway edge with a minimum 1:1 slope from the edge of pavement to the ground line.) List probable locations below. ☐ Yes ☐ No

Click or tap here to provide additional information.

Rail

1. **RR:** Are there railroads or any railroad right of way within the project limits? If “Yes,” list each railroad company below. ☐ Yes ☐ No ☐ N/A

Click or tap here to provide additional information.

2. **PM, RR:** Have all agreements with railroad companies been completed? If “No,” provide anticipated execution dates below. ☐ Yes ☐ No ☐ N/A

Click or tap here to provide additional information.

3. **RD, RR:** Has curb and gutter been terminated appropriately near railroad crossings? If “No,” identify correct locations below. ☐ Yes ☐ No ☐ N/A

Click or tap here to provide additional information.

Bicycle and Pedestrian

1. **IM, RD:** Have bike and/or pedestrian mitigation measures that have been previously agreed to have been incorporated into the design plans? If “Yes,” are they Americans with Disabilities Act (ADA) compliant? Explain below. ☐ Yes
☐ No
☐ N/A

Click or tap here to provide additional information.

Permitting (All Disciplines)

1. **ST, All Disciplines:** Have all potential temporary work pads, work bridges, causeways, utilities, etc., been accounted for in the right-of-way and permit? If “No,” identify locations below. ☐ Yes
☐ No

Click or tap here to provide additional information.

Right of Way

1. **UT, RD:** Have all proposed utility easements been identified on the plans? If “No,” list needed locations below. ☐ Yes
☐ No

Click or tap here to provide additional information.

2. **RE, RD:** Is sufficient right-of-way or easements provided for all erosion control and sediment commitments? If “No,” indicate locations below. ☐ Yes
☐ No

Click or tap here to provide additional information.

3. **SD, SG, RD:** Is right-of-way adequate for sign/signal installation and utility routing near signals? If “No,” list areas of concern below. ☐ Yes
☐ No

Click or tap here to provide additional information.

4. **EP, EN, RE, RD:** Are trees to be preserved marked on field inspection prints (Article 200-4)? If “No,” show on prints or list locations below. ☐ Yes
☐ No

Click or tap here to provide additional information.

5. **EP, EN, RE, RD:** Are there right-of-way areas not to be cleared? If “Yes,” show on prints or list locations below. ☐ Yes
☐ No

Click or tap here to provide additional information.

6. **RD, RW:** If partial control of access is shown, are access points appropriately identified? If “No,” indicate locations below. ☐ Yes

☐ No

Click or tap here to provide additional information.

7. **RD, All Disciplines:** Can any right of way claims be avoided with minor design revisions? If “Yes”, please list locations and possible design revisions. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

8. **RD:** Are there any construction slopes currently shown in temporary construction easements that should be incorporated into permanent right of way? ☐ Yes
☐ No
-

Click or tap here to provide additional information.

9. **UT, TM, RW, RD:** Is there a preferred order of right-of-way acquisition? If “Yes”, based on construction phasing and utility relocations, which parcels should be settled first? (Unless directed otherwise, relocatees will be contacted first.) ☐ Yes
☐ No
-

Click or tap here to provide additional information.

Fencing

10. **RD, RW:** If fencing is being handled in the contract, is temporary fencing required? If “Yes,” provide height, type, and recommended locations below. ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

11. **RD, RW:** If fencing is handled in the contract, is security fencing (reset or replacement) required? If “Yes,” provide a sketch or details (size, post spacing, gates, etc.) below. ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

12. **RD, RW:** If fencing is being handled in the contract, is fencing required outside proposed right-of-way or easements (e.g., replacing existing fences)? If so, identify locations and type below. ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

13. RD, RW: If fencing is handled in the contract, are there locations needing Early Fencing? If “Yes,” provide height, type, and recommended locations below.

- ☐ Yes
☐ No
☐ N/A

[Click or tap here to provide additional information.](#)

CATEGORY 2

QUESTIONS TO BE DISCUSSED AT THE FIELD INSPECTION

These questions should be discussed and completed during the field inspection. **If any project conditions or preferences require special provisions or unique pay items, they should be noted in the comments and discussed during the field inspection.**

Sheet-by-Sheet Review

A. Title Sheet and General Project Questions

1. Please advise what date the Division Field Inspection Question Responses should be completed and submitted, but no later than 2 weeks after the field inspection is held in order to meet the project schedule? [Click or tap here to enter date.](#)

2. Will advanced clearing and grubbing be required for utility relocation as a separate project in advance of the overall project letting? If "Yes," please provide a recommended letting date for the clearing and grubbing project. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

If an advanced clearing and grubbing project is required, are the hazardous waste sites shown on both the overall project and the clearing and grubbing project? ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

3. Has the project been coordinated with any and all adjacent projects including signal projects, rail projects, lighting projects, etc? If "No", please list adjacent projects that should be coordinated. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

4. What is the probable posted speed limit for this project?

[Click or tap here to enter.](#)

5. Which clearing method will be used? If "Other," specify below. ☐ Method II ☐ Method III ☐ Modified Method III ☐ Other
- [Click or tap here to provide additional information.](#)

-
- 6.** Should emergency crossovers be constructed as part of this project? If "Yes," recommend the type of construction and locations below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

- 7.** Has recent development occurred that could affect project traffic volumes? If "Yes," describe the impact below so geometrics and pavement design can be adjusted. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

- 8.** Is the Division aware of traffic-generating events requiring special design or traffic control planning? If "Yes," list events below: ☐ Yes
☐ No
-

Click or tap here to provide additional information.

- 9.** Are all proposed off-site detour routes suitable for anticipated traffic volumes during construction? If "No," identify suitable alternatives below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

- 10.** Are there issues with the project's beginning or end construction? If "Yes," list locations below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

- 11.** Are there items that require unique or non-standard special provisions (e.g., ITS sign/structure disposal, hazardous material removal, specialty items, field office trailers)? If "Yes," please specify. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

- 12.** Has grading occurred since field surveys and contour mapping were completed? ☐ Yes
☐ No
-

If "Yes," have these areas been identified and accounted for?
Provide details below. ☐ Yes
☐ No
☐ N/A

Click or tap here to provide additional information.

B. Typical Sections and 2 Series Sheets

Typical Sections, Earthwork, and Pavement

1. Is the existing pavement adequate on proposed detour routes? If “No,” list areas of concern below. ☐ Yes
☐ No

Click or tap here to provide additional information.

2. Does Pavement Management recommend milling? If so, is milling asphalt pavement feasible? ☐ Yes
a. If “No,” explain below. ☐ No
b. If “Yes,” provide recommended depths, widths, and locations below if not supplied by Pavement Management.

Click or tap here to provide additional information.

3. Roadway Design Manual Guidelines prescribe trench sections for pavement designs 10 inches or less in depth. Is there justification for deviation? If “Yes,” explain below. ☐ Yes
☐ No
☐ N/A

Click or tap here to provide additional information.

4. Are full-width usable paved shoulders required at interchange ramps with a history of excessive shoulder use, potentially needing additional width? If “Yes,” please list locations. ☐ Yes
☐ No

Click or tap here to provide additional information.

C. Summaries and 3 Series Sheets

1. If the project fits guidelines, should it go to contract under “lump sum grading” or individual item basis? ☐ Lump sum grading
☐ Individual item basis

Click or tap here to provide additional information.

2. Can earthwork (as shown on the Earthwork Summary) be utilized during construction phasing? For widening projects, this includes hauling earth material across traffic. If “No,” provide details below. ☐ Yes
☐ No

Click or tap here to provide additional information.

D. Plan and Profile Sheets

Roadway

1. Is pavement removal (asphalt or concrete), breaking of existing pavement, or obliteration or pavement required beyond what is shown in the plans? If "Yes," list locations below. ☐ Yes ☐ No

Click or tap here to provide additional information.

2. Are there any known locations on the project where asphalt has been placed on top of concrete pavement? If "Yes", please provide locations below. ☐ Yes ☐ No

Click or tap here to provide additional information.

Geometry

3. Are median breaks correctly located with appropriate widths? If "No," identify locations and correct widths below. ☐ Yes ☐ No

Click or tap here to provide additional information.

Barriers

4. Are there suggestions for reducing future vegetative maintenance around existing or proposed guardrail? If "Yes," provide details below. ☐ Yes ☐ No

Click or tap here to provide additional information.

5. Will guardrail barricades be needed on terminated existing roads, or should earth berms be constructed? If "Yes," denote which option, and list locations below. ☐ Yes ☐ No

Click or tap here to provide additional information.

If guardrail, are terminal sections to be used? Provide additional details if needed. ☐ Yes ☐ No

Click or tap here to provide additional information. ☐ N/A

Berms, Gutters, and Curbing

6. Are additional shoulder berms, expressway gutters, or curbing required on the outside edge of fill shoulders? If "Yes," specify locations below or on plans. ☐ Yes ☐ No

Click or tap here to provide additional information.

Driveways

-
7. Can driveway alignment and grades be tied down within the existing or proposed right of way or easements? If “No”, please provide details below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

8. Are there any parcels where a driveway is not shown? If “Yes”, please note the location and provide details to address if the access is being eliminated or if access should be provided. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

9. Are any obscure driveways inadvertently being cut-off? If “Yes”, please provide locations. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

10. Are changes needed for driveway location or width? If “Yes,” provide details below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

11. Are there recommendations for channelization of commercial drives? If “Yes,” provide details below. ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

12. Will high-strength or quick-cure concrete be required for driveways during replacement operations? ☐ Yes
☐ No
-

Click or tap here to provide additional information.

13. Are the widths of all commercial driveways adequate as shown on the plans? ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

Lighting

14. Have all future and existing lighting conflicts been identified and resolved? ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

Hydraulics

- | | |
|---|---|
| 1. Are changes recommended for berm ditches? If “Yes,” provide suggestions below. | <input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> N/A |
|---|---|

Click or tap here to provide additional information.

- | | |
|--|---|
| 2. Are changes recommended for the type of paved ditches or ditch liners? If “Yes,” provide suggestions below. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
|--|---|

Click or tap here to provide additional information.

- | | |
|---|---|
| 3. Have the Division and hydraulic engineers coordinated on gutter placement, shoulder treatments, and potential water quality issues? Provide recommendations or comments if needed. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
|---|---|

Click or tap here to provide additional information.

- | | |
|---|---|
| 4. Are any drainage boxes located within Roundabouts? If “Yes”, please provide details below about what other measures have been taken to eliminate boxes in the space below. | <input type="checkbox"/> Yes
<input type="checkbox"/> No
<input type="checkbox"/> N/A |
|---|---|

Click or tap here to provide additional information.

Geotechnical

- | | |
|---|---|
| 1. If the Geotechnical Unit recommends proof rolling, does the Division have comments or recommendations for locations? | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
|---|---|

Click or tap here to provide additional information.

Utilities

- | | |
|---|---|
| 1. Have all dry utility relocations been coordinated? If “No,” please provide the status of the UBO plans for each utility below. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
|---|---|

Click or tap here to provide additional information.

Traffic Operations

- | | |
|---|---|
| 1. Will the contractor provide contract signs for the project? If “Yes,” provide locations below. | <input type="checkbox"/> Yes
<input type="checkbox"/> No |
|---|---|

Click or tap here to provide additional information.

Constructability and Maintenance of Traffic

-
1. Has the construction method for proposed bridges and/or culverts been addressed (e.g., top-down construction, temporary bridges, causeways for bridges; sequencing, diversion channels, or easements for culverts)? If “No,” provide details below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

2. Has the removal method for bridge superstructure and substructure been discussed, including any required temporary easements? If “Yes,” provide details below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

3. Are there constructability issues with deep cross pipes or those requiring diversion channels? ☐ Yes
☐ No
-

Are temporary construction easements needed? If so, list below. ☐ Yes
☐ No

Click or tap here to provide additional information.

4. Are there any pipes or box culverts in deep fill sections? ☐ Yes
☐ No
-

If “Yes”, have the pipes or culverts been designed with camber, if required, to prevent sag in the flow line. Please provide additional information if needed in the space below. ☐ Yes
☐ No

Click or tap here to provide additional information.

5. Have traffic maintenance and constructability issues been reviewed to ensure they have no adverse effect on the permit status? If there are any potential conflicts with the permit status, list them in the space below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

6. Are any time restrictions required for the traffic control? If “Yes”, please provide additional information. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

7. Is portable lighting required for constructability of the project? If “Yes”, please provide additional information. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

Permitting (All Disciplines)

-
1. Are plan changes or modifications required that could affect permit status? If "Yes," list locations below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

2. Does the proposed design take into consideration the constructability issues associated with constructing the roadway, drainage, structures, utilities, and maintaining traffic so that the right of way limits and permit application can be developed accordingly? Please discuss any areas of concern and provide more detail in the space below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

Right of Way

1. What type of right-of-way marker installation is recommended for this project? (Note: State forces install iron pins and caps; concrete/granite markers must be placed by contract.) ☐ Markers by State forces
☐ Concrete/granite markers by contract
-

2. Is additional information needed on the plans that could affect right-of-way? If "Yes," provide details below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

3. Are there buildings suitable for deconstruction by Habitat for Humanity? If "Yes," list locations below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

4. Are there areas where tree clearing should be advanced prior to letting? If "Yes," note locations below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

5. Is any additional right of way, construction easements, utility easements, or drainage easements required other than those shown on the plans? If "Yes", show the location, limits, and specify whether it is temporary or permanent in the space below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

-
6. Are additional drainage easements required? If “Yes,” specify location, limits, and whether temporary or permanent below:

☐ Yes
☐ No

[Click or tap here to provide additional information.](#)

Fencing

7. Is fencing shown at appropriate locations (e.g., river/stream crossings, deep cuts, high fills) and detailed for tie-ins at streams, bridges, or culverts? If “No,” indicate locations below.

☐ Yes
☐ No

[Click or tap here to provide additional information.](#)

CATEGORY 3

DIVISION SPECIFIC QUESTIONS

May be completed and submitted by the Division Construction Engineer or their delegate after the combined field inspection, but no more than 2 weeks after the field inspection has been held. **If a quantity estimate is requested, this quantity would be in addition to the quantities calculated by the designer. If any project conditions or preferences require special provisions or unique pay items, they should be noted in the comments and discussed during the field inspection.**

-
1. Will a four-week or eight-week advertisement be required for this project? If a eight-week advertisement is required, please provide reasoning for this decision. ☐ 4-week ☐ 8-week

[Click or tap here to provide additional information.](#)

-
2. If this project is a waste project, should additional shoulder borrow quantity be added? If so, provide an approximate quantity below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

-
3. Will incidental stone base be required (Article 545-1)? If "Yes," estimate quantity below. ☐ Yes ☐ No

-
4. Are new walls, steps, or house walks required? If "Yes," provide location, type of construction, and quantities below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

-
5. Are pipe installations requiring trenchless construction needed? If "Yes," provide estimated length and location in soil below. (Note: Separate lengths are needed for each location in materials other than soil.) ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

-
6. Are additional underdrains anticipated? If "Yes," estimate total length below. ☐ Yes ☐ No

[Click or tap here to provide additional information.](#)

7. Is additional undercut excavation needed beyond geotechnical recommendations? If so, estimate quantity below (Article 225-4).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.	
8. Are there resurfacing areas requiring incidental milling to tie back to existing pavement or where additional vertical clearance is required at bridges? If "Yes," estimate quantity below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.	
9. Will asphalt plant mix pavement repair be required for existing pavement (excluding pipe installations)? If "Yes," estimate quantity below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.	
10. Can project-generated debris (e.g., removed concrete/asphalt, clearing/grubbing mulch, native planting) be safely and economically incorporated into construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.	
11. Will Final Surface Testing be required to be performed on this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.	
12. Does this project include new or unique construction techniques, processes, or products unfamiliar to the Department, Division, or Resident Engineer? If "Yes," provide a draft special provision, details, and a Technical Bulletin (if available) in the space below for review and inclusion.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.	
13. Recommend an estimated completion date based on the letting date shown on the title sheet.	Click or tap here to enter date.
14. Recommend the most suitable contract method: conventional, A & B, or incentive/disincentive.	<input type="checkbox"/> Conventional <input type="checkbox"/> A&B <input type="checkbox"/> Incentive/disincentive
15. Should a floating date of availability be used? If "Yes," provide recommendations below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.	

16.	Will construction surveying be handled by the Department or the Contractor?	<input type="checkbox"/> Department <input type="checkbox"/> Contractor
17.	Are there suggestions to reduce future maintenance costs? If "Yes," list locations below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.		
18.	If the contractor furnishes temporary concrete barriers, should they revert to the contractor at project end? (Note: If the Division takes possession, it must reimburse the project for salvage value using 100% State funds.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Click or tap here to provide additional information.		
19.	Is removed existing guardrail suitable for reuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
	If "Yes," will it be stockpiled? Please provide additional information below.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Click or tap here to provide additional information.		
20.	Are street signs and markers to be removed and stockpiled by the contractor? If "Yes," list locations below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.		
21.	Is signing and/or pavement marking to be performed by force account? If "Yes," notify the Division Traffic Engineer to provide a cost estimate to the Roadway Design Unit:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.		
22.	Is a \$250 penalty ordinance and/or speed reduction ordinance recommended?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.		
23.	Are route/name changes necessary? If "Yes," list locations below.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click or tap here to provide additional information.		
24.	Is a towing ordinance recommended? If "Yes," list areas of concern below.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Click or tap here to provide additional information.

- 25.** Beyond standard portable changeable message signs, are short-term signs needed (e.g., for road closures, girder delivery)? If “Yes,” estimate days below. ☐ Yes
☐ No
-

Click or tap here to provide additional information.

- 26.** If access is controlled, recommend fence height, type (woven wire or chain link), and gate requirements below. ☐ N/A
-

Click or tap here to provide additional information.

Load Restrictions

- 27.** Are there load limit restrictions on roads/bridges in the project vicinity that will limit contractor hauling? ☐ Yes
☐ No
-

If “Yes,” will this be covered by Section 105-15 of the Standard Specifications? ☐ Yes
☐ No
☐ N/A

Click or tap here to provide additional information.

Material Usage and Measurement

- 28.** Specify how borrow material will be measured. ☐ Truck Measurement
☐ In-Place Measurement
☐ Truck or In-Place Measurement (Article 230-5)
-

- 29.** On Federal Aid projects, do materials furnished by the contractor or salvaged become Department property? If “Yes,” and salvage value exceeds \$5,000, reimbursement from State funds is required unless reused in Title 23 USC-eligible projects until useful life is expended. ☐ Yes
☐ No
☐ N/A
-

Click or tap here to provide additional information.

Miscellaneous Comments

Click or tap here to provide additional information.
